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ABSTRACT

The topic of this Urban Libraries Council (ULC) Frequent Fast Facts Survey is library staffing. These ULC Frequent Fast Facts Surveys are not intended to be scientific studies of the library community but rather "snapshots" on topics of current interest. Further analysis of the results is suggested, and for that reason, the completed survey instruments are included. A total of 85 surveys were mailed to ULC member libraries, and 68 were returned for a 80% response rate. Data collected include whether library employees are subject to Civil Service regulation or union contracts; total number of staff with a MLS (Master's of Library Science) degree; total number of security personnel; total number of other staff; total number of staff; budget information; and staff development. Organization charts received with surveys are included in the appendix. The survey instrument is also included. (JLB)

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Urban Libraries Council
Frequent Fast Facts Survey

ED 371 767

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SURVEY RESULTS

IR055201

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June 1993

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Urban Libraries Council
Frequent Fast Facts Survey

Survey Results — STAFFING

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Section I.

Summary Report

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Urban Libraries Council
Frequent Fast Facts Survey

Survey Results — STAFFING

Introduction

ULC Frequent Fast Facts Surveys are not intended to be scientific studies of the libary community. They are "snapshots" on topics of current interest. Further analysis of the results is encouraged. To that end, completed survey instruments are included in section II of this report.

About the Survey

Eighty-five surveys were mailed to 1993 Urban Libraries Council member libraries in May 1993. Sixty-eight surveys were returned, resulting in an 80% response rate. A copy of the survey instrument appears on page 7. Tabulated responses to all questions are found in this section.

Organization Charts

Survey respondents were asked to submit a copy of their library's organization chart with the survey. Organization charts received are presented in alphabetical order by library name (as it appears on the completed survey instrument) in Appendix A.

Union Contracts

Survey respondents were also asked to submit copies of their union contracts, if applicable. ULC will maintain these contracts as a circulating collection. ULC member libraries may borrow selected contracts by submitting a written request to:

Urban Libraries Council
Attn. Union Contracts
1800 Ridge Avenue, Suite 208
Evanston, IL 60201

Union contracts are available for the following libraries:

Broward County, FL
Buffalo and Erie County, NY
Cleveland, OH
Cuyahoga County, OH
Davenport, OH
Dayton, OH
Des Moines, IA
Eugene, OR
Jacksonville, FL
Lincoln, NE
Louisville, KY
Milwaukee, WI
Multnomah County, OR
Queens, NY
Riverside, CA
Rockford, IL
San Jose, CA
Spokane, WA
St. Paul, MN
Stamford, CT
Sunnyvale, CA
Toledo, OH
Yonkers, NY
Youngstown, OH

Tabulated Results

Some percentages may not total 100 due to rounding. N = 68.

6. To whom does the library director report?

Elected Board:	4	6%
Appointed Board:	42	62%
Combination Elected/Appointed Board:	3	4%
City or County Manager	6	6%
City or County Department Head	3	4%
Other:*	10	15%

*Mayor (2); City Manager and Appointed Board (2); Mayor, County Judge-Executive, and Library Commission (1); County Chair of Commissioners (1); Appointed Commission (1); Assistant City Manager (1); City Manager and Appointed Advisory Board (1); Mayor and Appointed Board (1)

Organization charts are included in Appendix A.

7. Are the majority of your library employees subject to Civil Service regulations or union contracts?

Civil Service regulations:	11	16%
Union or other bargaining unit:*	22	32%
Both Civil Service and Union:	16	24%
No answer:	19	28%

*AFSCME (20); SIEU (8); Operating Engineers (2); Public Employees Association (2); (All others received one mention each) Amalgamated Transit, AFL-CIO-CLC; Association of Public Library Employees; CCLU; City Employees Association; CMPTEC, Communications Workers of America; CSEA; Engineers and Architects Association; Georgia State Employees Union; International Union of Machinists and Aerospace Workers; Librarians Association; Library Supervisors Union; Library Confidential Employees Union; National Association of Government Employees; New York Public Library Guild; Professional Librarians Union of Minneapolis; St. Paul Manual and Maintenance Supervisors; St. Paul Supervisors Organization; Sunnyvale Employees Association; Supervisors Association; Teamsters; Technical Union

8. Total number (FTE) of staff with MLS degree.
(as a percentage of total number of staff)

10% or less:	2	3%
11 - 20%:	13	19%
21 - 30%:	30	44%
31 - 40%:	18	26%
41 - 50%:	4	6%
No answer:	1	1%

9. Total number (FTE) of security personnel.
(as a percentage of total number of staff)

0:	13	19%
1%:	20	29%
2%:	16	24%
3%:	7	10%
4%:	1	1%
5%:	4	6%
6%:	3	4%
7%:	1	1%
8%:	0	0
9%:	1	1%
10%:	1	1%
Nc answer:	1	1%

10. Total number (FTE) of other staff.
(as a percentage of total number of staff)

51 - 60%:	10	15%
61 - 70%:	22	32%
71 - 80%:	23	34%
81 - 90%:	12	18%
No answer:	1	1%

11. Total number (FTE) of staff.

1 - 100:	13	19%
101 - 200:	16	24%
201 - 300:	13	19%
301 - 400:	10	15%
401 - 500:	4	6%
501 - 600:	5	7%
601 - 700:	1	1%
701 - 800:	1	1%
801 - 900:	2	3%
901 - 1000:	1	1%
1001 or more:	1	1%
No answer:	1	1%

12. If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion or MLS staff in the year 2000? If no, please indicate greater proportion or smaller proportion of MLS staff.

Same proportion:	40	59%
Greater proportion:	13	19%
Smaller proportion:	11	16%
No answer:	4	6%

13. If your budget remains approximately the same in buying power, what proportion of the current **individuals** on the library's full-time staff today do you anticipate will still be on the staff in the year 2000?

More than 80%:	26	38%
60 - 80%:	25	37%
40 - 60%:	12	18%
20 - 40%:	3	4%
Less than 20%:	0	0
No answer:	2	3%

14. Do you have a person on staff whose primary responsibility is overseeing staff development/training?

Arlington Heights, IL	Ed Blomberg	708/506-2648
Baltimore County, MD	Kenna Forsyth	410/887-6177
Brooklyn, NY	Connie Gemson	718/780-7841
Broward County, FL	D. Field	305/357-7385
Cincinnati, OH	Thomas Moorman	513/369-6968
Cuyahoga County, OH	Position Vacant	
Davenport, IA	Mary Heinzman	319/326-7838
Dayton, OH	Barbara Kuhns	513/227-9500
DeKalb County, GA	Martha Goodson	404/370-8457
Denver, CO	Linda Fegley	303/640-8904
Philadelphia, PA	Anne Cogen	215/567-4352
Jacksonville, FL	Lee Gragg	904/630-1991
Kansas City, MO	Pat Hawkins	816/221-2685
King County, WA	Betty Richardson	206/684-6674
Memphis, TN	Judy Card	901/725-8851
Oklahoma City, OK	Jane Carvajal	405/235-0572
Miami, FL	Wanda Counts-Bryant	305/375-2661
Phoenix, AZ	Shera Farnham	602/262-6392
Queens, NY	Thomasina Kennedy	718/990-0740
San Francisco, CA	John Maguire	415/557-4585
Seattle, WA	Mary Douglass	206/386-4126
Topeka, KS	Louise Hanson	913/233-2040
Youngstown, OH	Ruth Bradshaw	216/744-8636

15. What is the approximate proportion of your personnel budget that was spent for staff development last year?

Less than .5%:	24	35%
.5 - 1%:	18	26%
1.1 - 2%:	11	16%
More than 2%:	4	6%
No answer:	9	13%

Between 1994 and 2000, do you expect that proportion will remain the same, increase, or decrease?

Remain the same:	29	43%
Increase:	29	43%
Decrease:	2	3%
No answer:	8	12%

16. For each category listed, does your library use substitutes, on call, or temporary employees?

	Yes		No		No Answer	
Professional:	41	60%	23	34%	4	6%
Paraprofessional:	34	50%	27	40%	7	10%
Clerical:	43	63%	20	29%	5	7%
Pages:	23	34%	34	50%	11	16%

Who schedules such workers?

Personnel Department:	9	13%
Direct supervisors:	36	53%
Administrative support staff:	10	15%
Other:	4	6%
No answer:	17	25%

Approximately how many such workers and how many such hours did your library use last year?

Workers

0 - 20:	20	29%
21 - 50:	8	12%
51 - 100:	5	7%
101 - 200:	7	10%
More than 200 (418):	1	1%
No answer:	27	40%

Hours

0 - 1000:	8	12%
1001 - 5000:	6	9%
5001 - 10,000:	6	9%
10,001 - 25,000:	7	10%
25,001 - 100,000:	8	12%
more than 100,001:	5	7%
No answer:	28	41%

Average Hours per Worker

Fewer than 100:	5	7%
101 - 200:	6	9%
201 - 300:	8	12%
301 - 500:	4	6%
501 - 1000:	9	13%
1001 - 2000:	2	3%
More than 2000:	1	1%

What percentage of your personnel budget was used for employing such workers last year?

Less than .5%:	10	15%
.51 - 1%:	8	12%
1.1 - 2%:	9	13%
2.1 - 3%:	2	3%
3.1 - 5%:	7	10%
5.1 - 10%:	3	4%
10.1 - 15%:	2	3%
More than 15%:	1	1

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name _____

2. Population Served _____ 3. Date _____

4. Name of Person Completing Survey _____

5. Phone _____ Fax _____

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

_____ Board (Elected _____ Appointed _____)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. _____ Total number (FTE) of staff with MLS degree

9. _____ Total number (FTE) of security personnel (including contract)

10. _____ Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. _____ Total number (FTE) of staff (a+b+c)

12. _____ Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current **individuals** on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____ More than 80%
_____ 60 - 80%
_____ 40 - 60%
_____ 20 - 40%
_____ Less than 20%

14. _____ Yes _____ No Do you have a person on staff whose **primary responsibility** (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ____% Please enter the approximate proportion of your **personnel budget** that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____ remain the same
_____ increase by _____ percent
_____ decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. _____ Yes _____ No Professional
b. _____ Yes _____ No Paraprofessional
c. _____ Yes _____ No Clerical
d. _____ Yes _____ No Pages

e. Please indicate who schedules such workers:

_____ Personnel department
_____ Direct supervisors
_____ Administrative support staff
_____ Other: _____

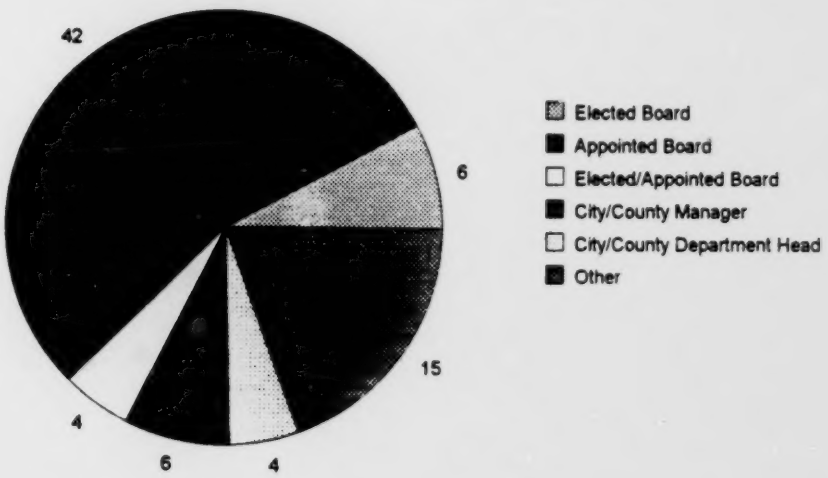
f. Approximately how many such workers and how many such hours did your library use last year?

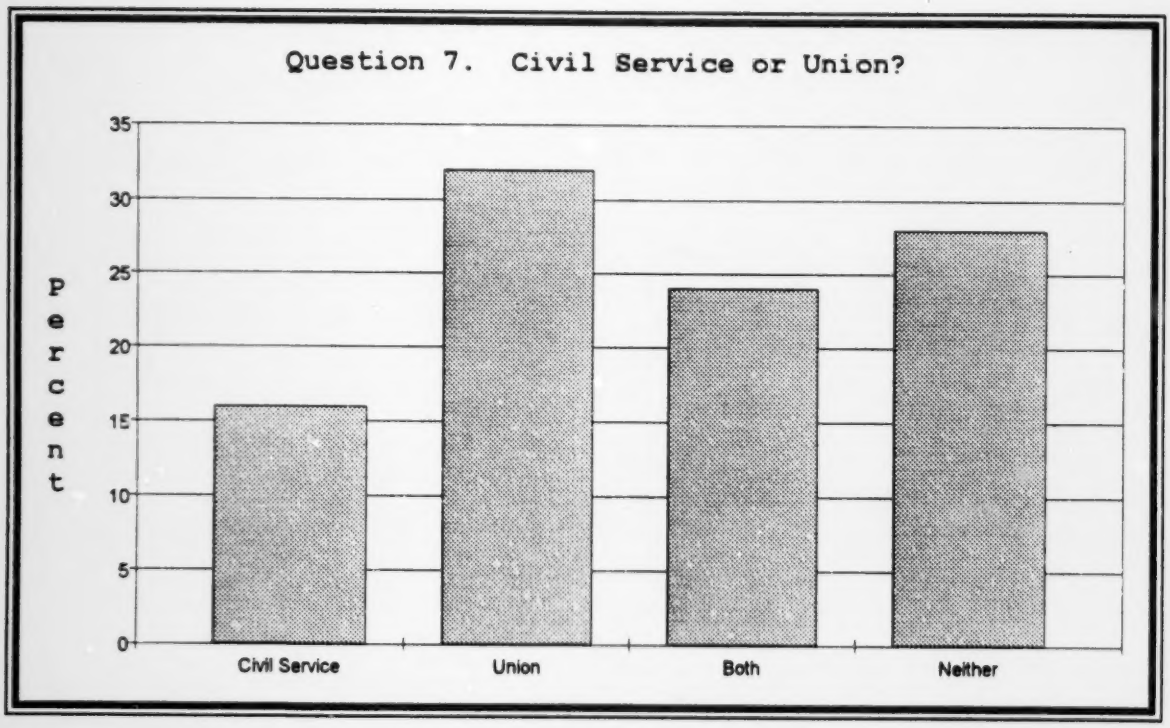
_____ Workers (individuals)
_____ Hours

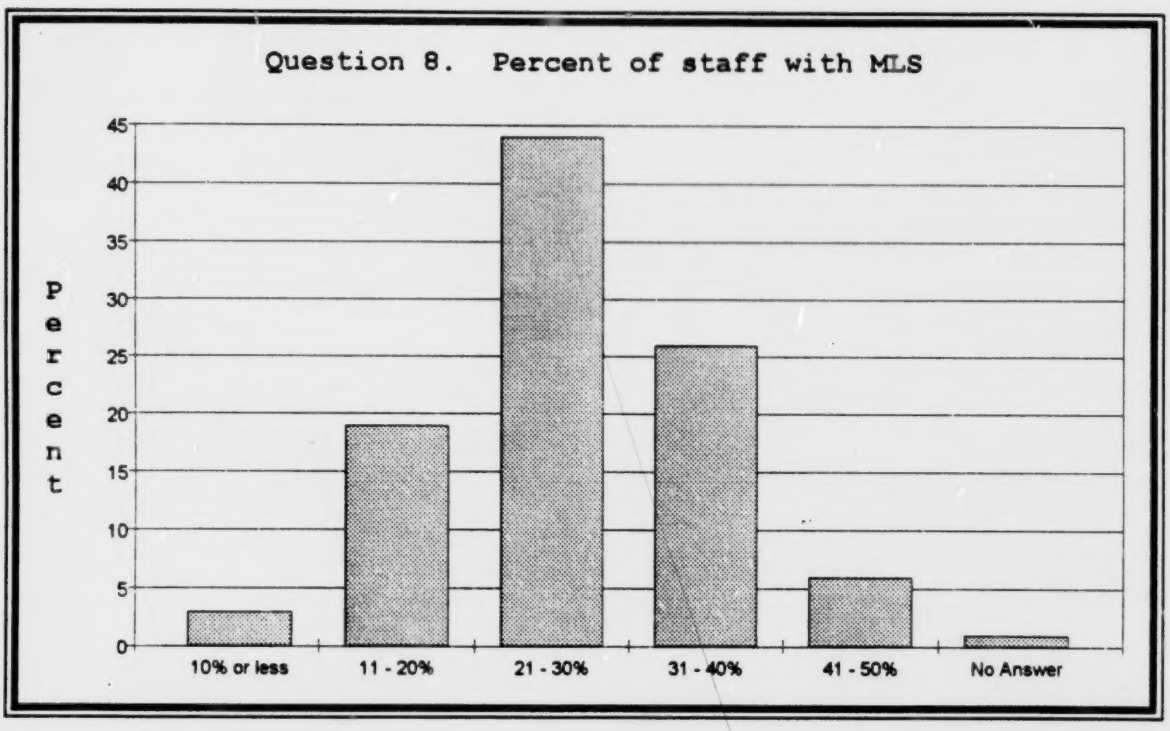
g. ____% What proportion of your personnel budget was used for employing such workers last year?

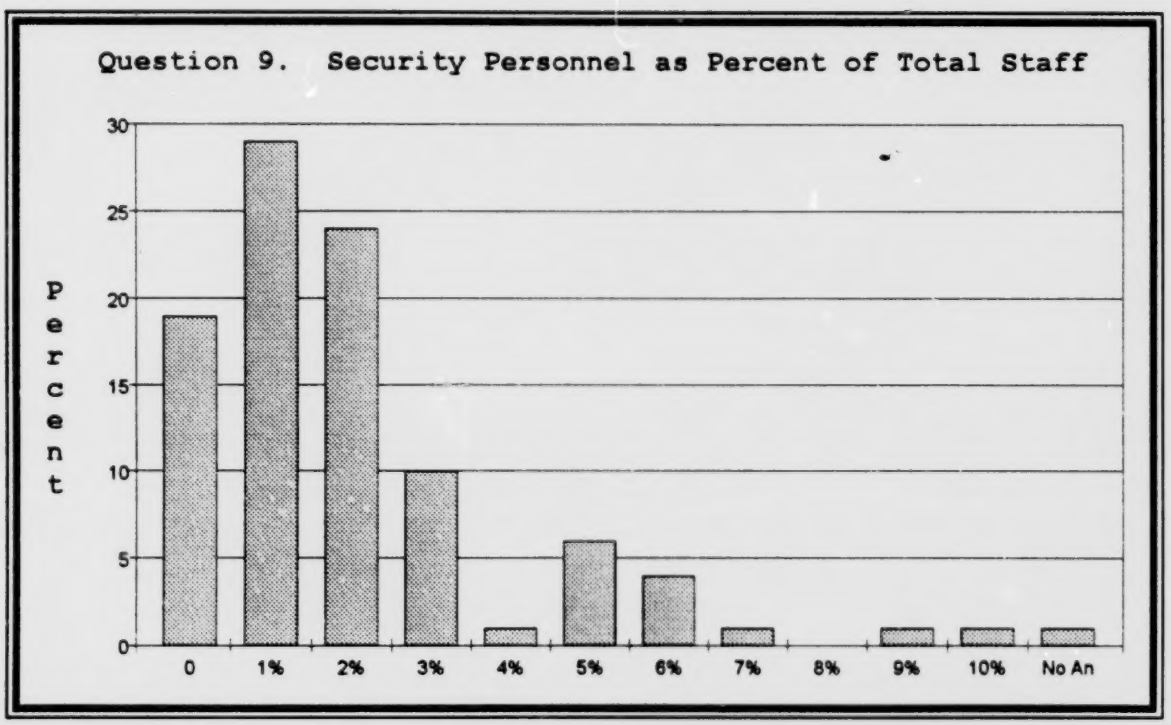
Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

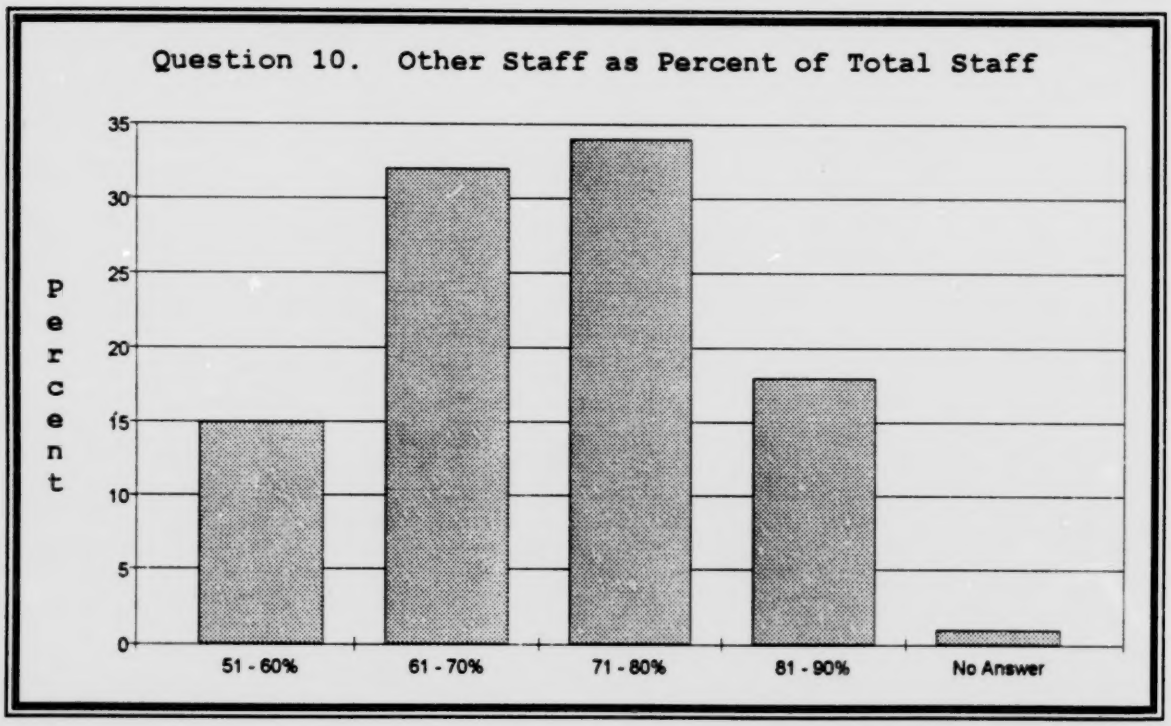
Question 6. Director reports to... (%)

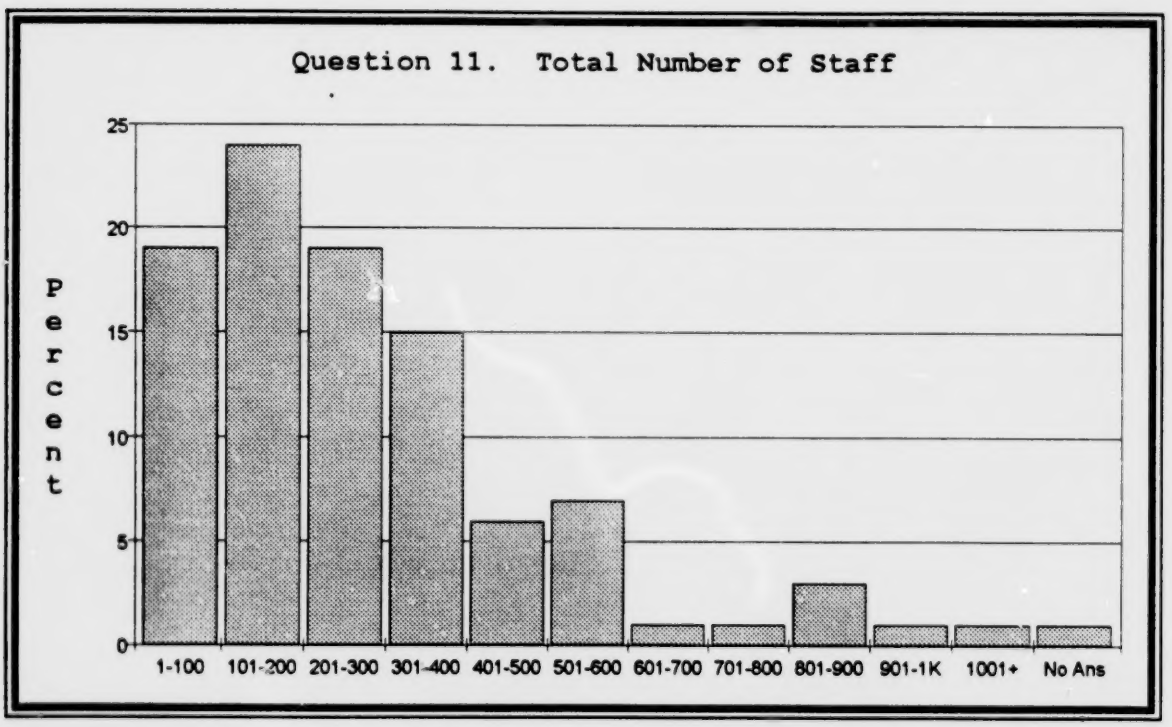



Question 7. Civil Service or Union?
Percent
35
30
25
20
15
10
5
0
Civil Service
Union
Both
Neither

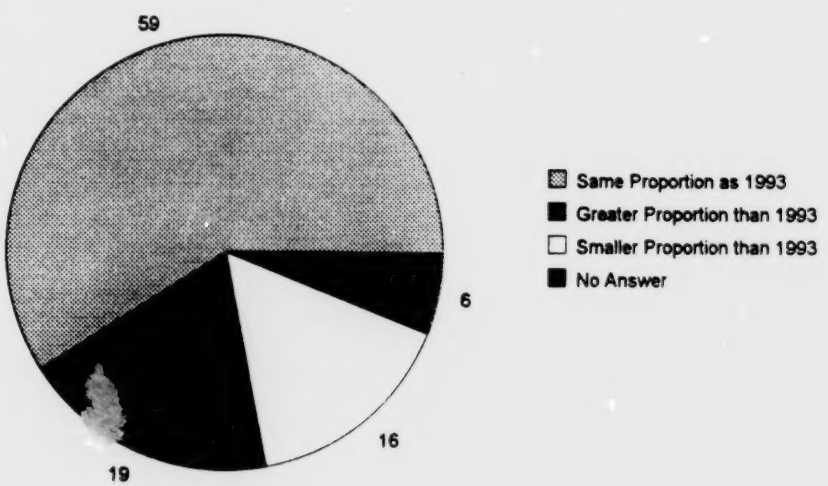

Question 8. Percent of staff with MLS
Percent
45
40
35
30
25
20
15
10
5
0
10% or less
11 - 20%
21 - 30%
31 - 40%
41 - 50%
No Answer

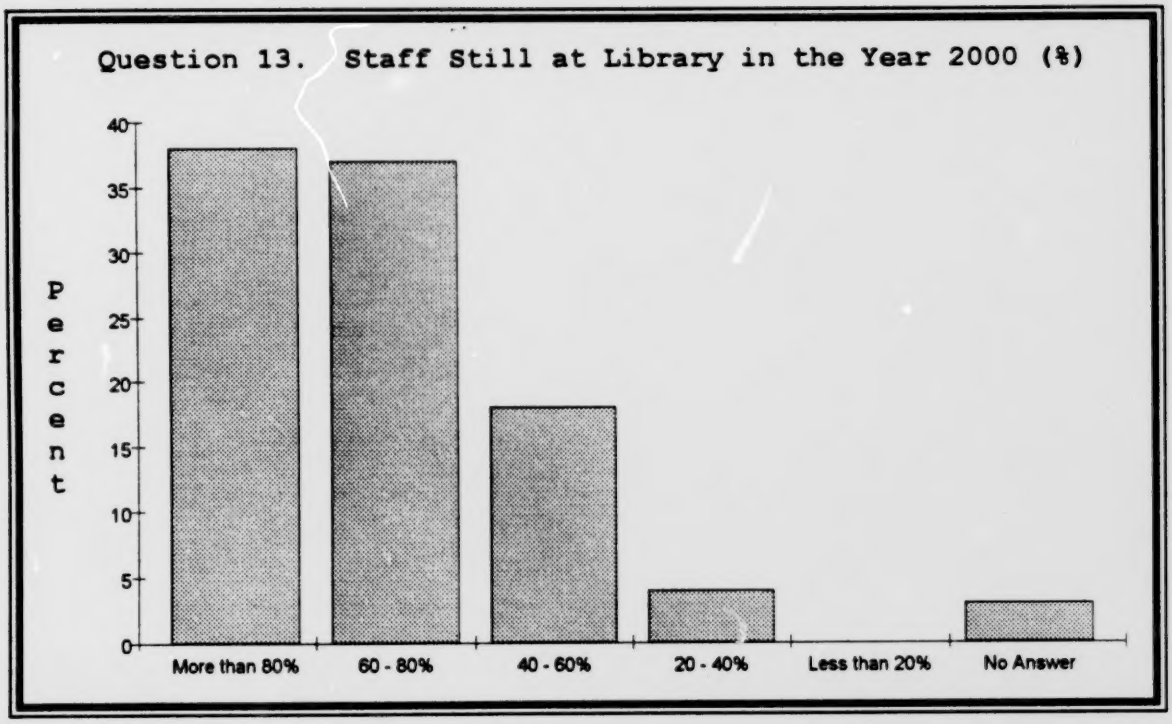

Question 9. Security Personnel as Percent of Total Staff
Percent
30
25
20
15
10
5
0
0
1%
2%
3%
4%
5%
6%
7%
8%
9%
10%
No An

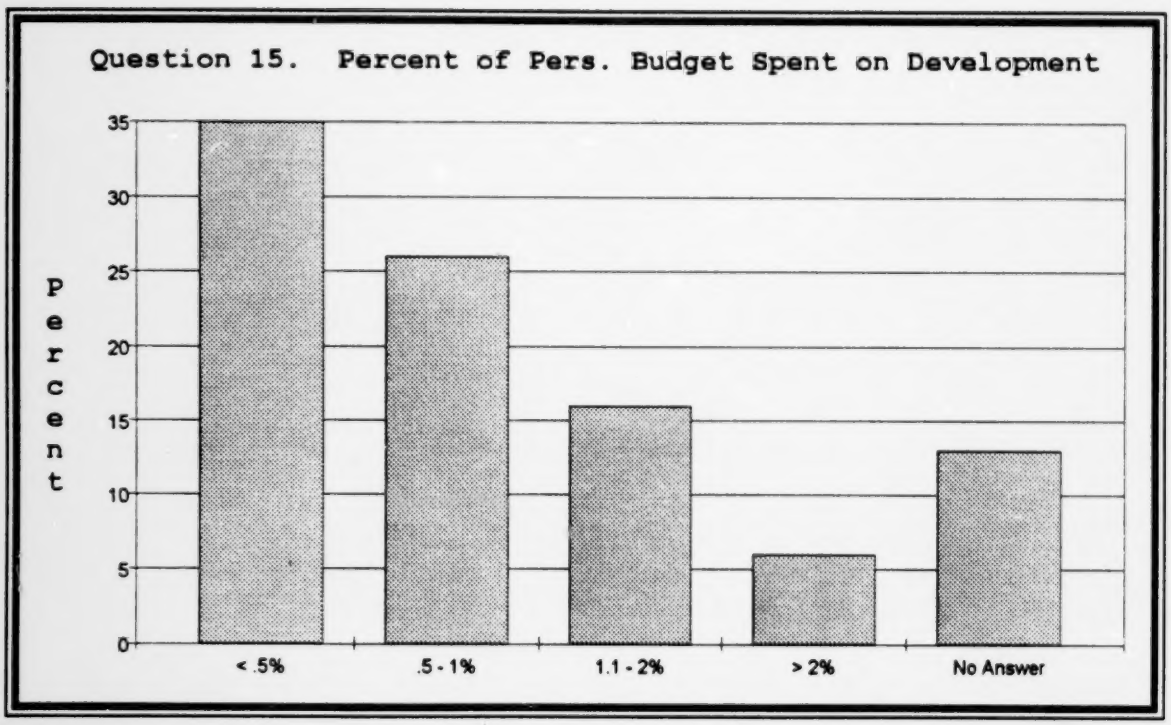

Question 10. Other Staff as Percent of Total Staff
percent
35
30
25
20
15
10
5
0
51 - 60%
61 - 70%
71 - 80%
81 - 90%
No Answer

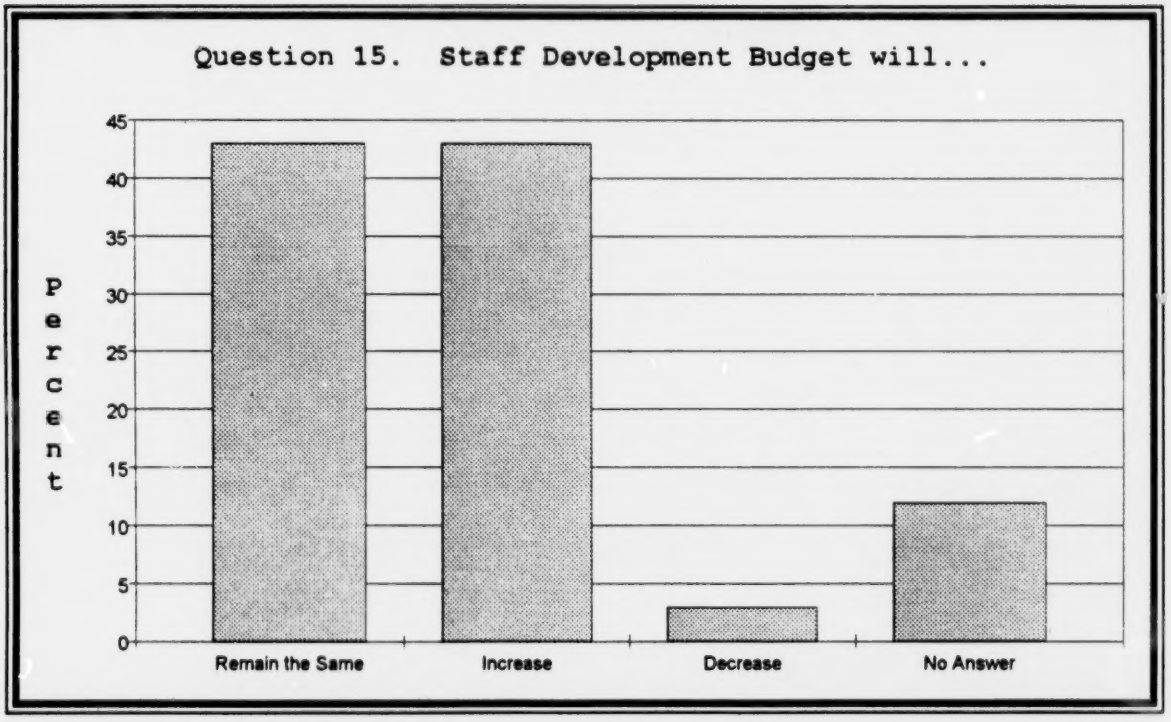

Question 11. Total Number of Staff
Percent
25
20
15
10
5
0
1-100
101-200
201-300
301-400
401-500
501-600
601-700
701-800
801-900
901-1K
1001+
No Ans

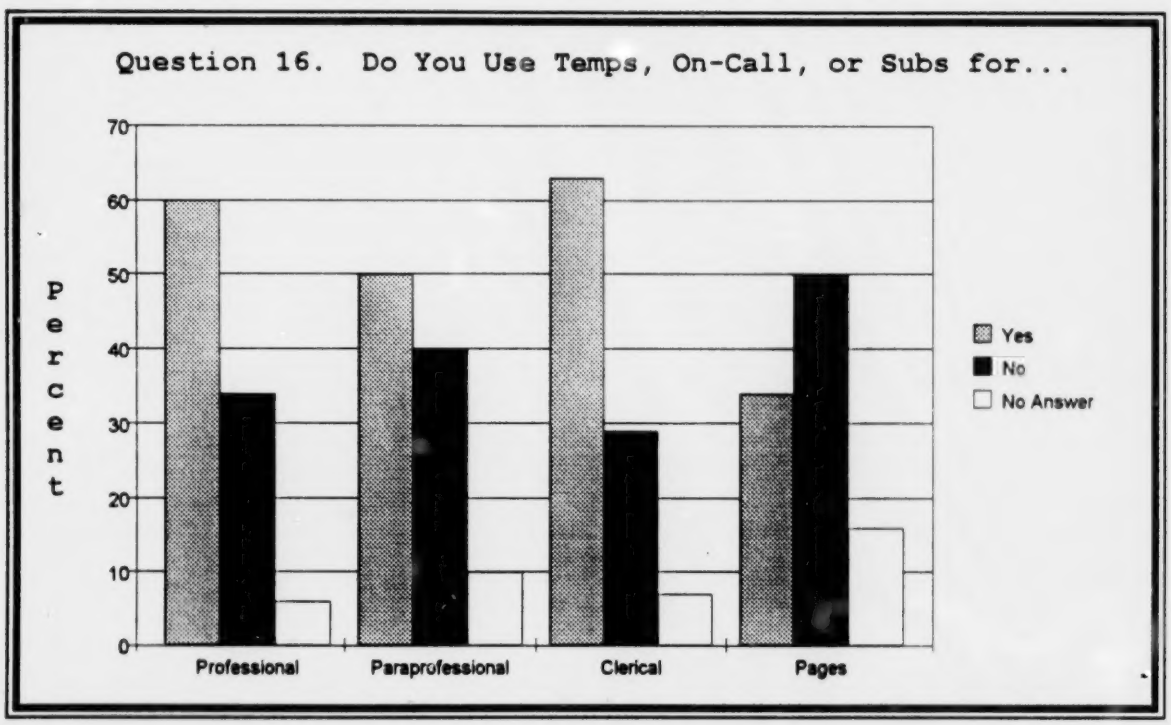
Question 12. Proportion of MLS Staff in the Year 2000 (%)

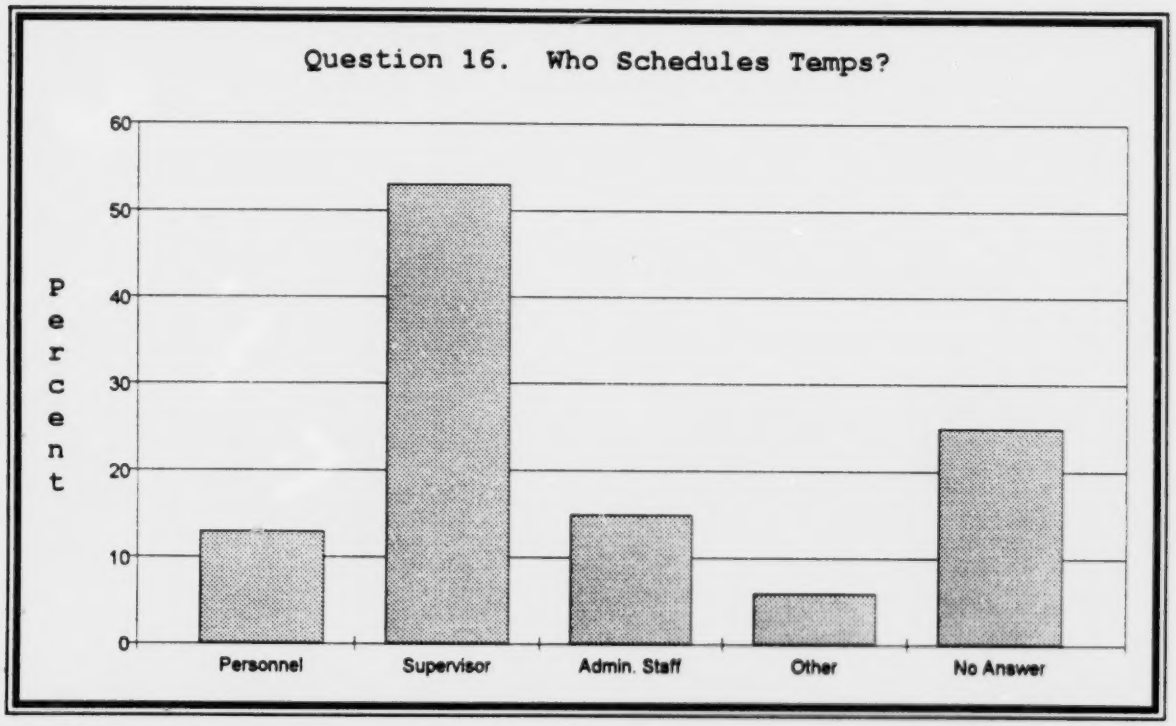


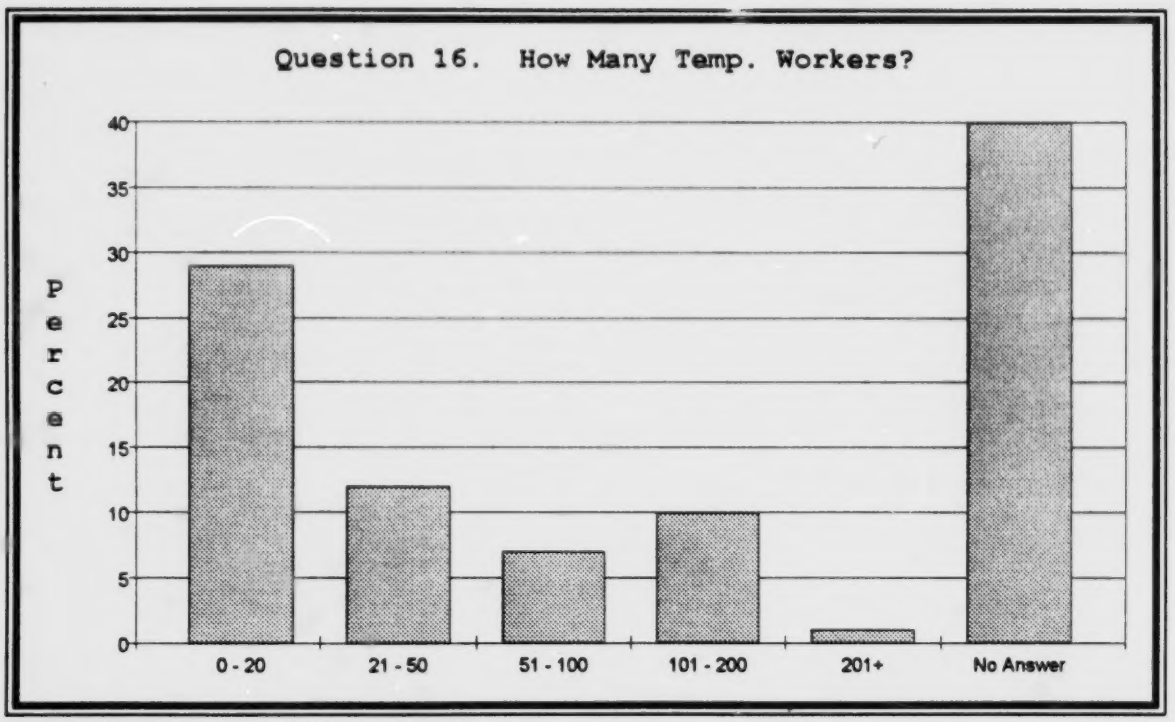

Question 13. Staff Still at Library in the Year 2000 (%)
Percent
40
35
30
25
20
15
10
5
0
More than 80%
60 - 80%
40 - 60%
20 - 40%
Less than 20%
No Answer

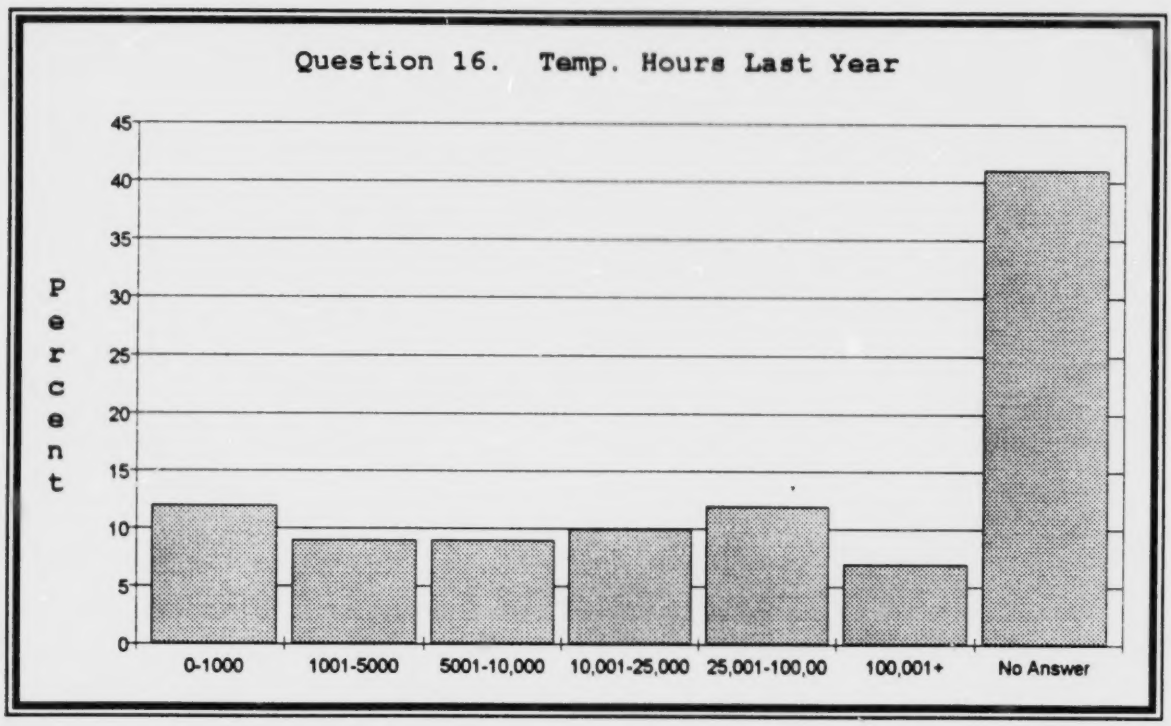

Question 15. Percent of Pers. Budget Spent on Development
Percent
35
30
25
20
15
10
5
0
< .5%
.5 - 1%
1.1 - 2%
> 2%
No Answer

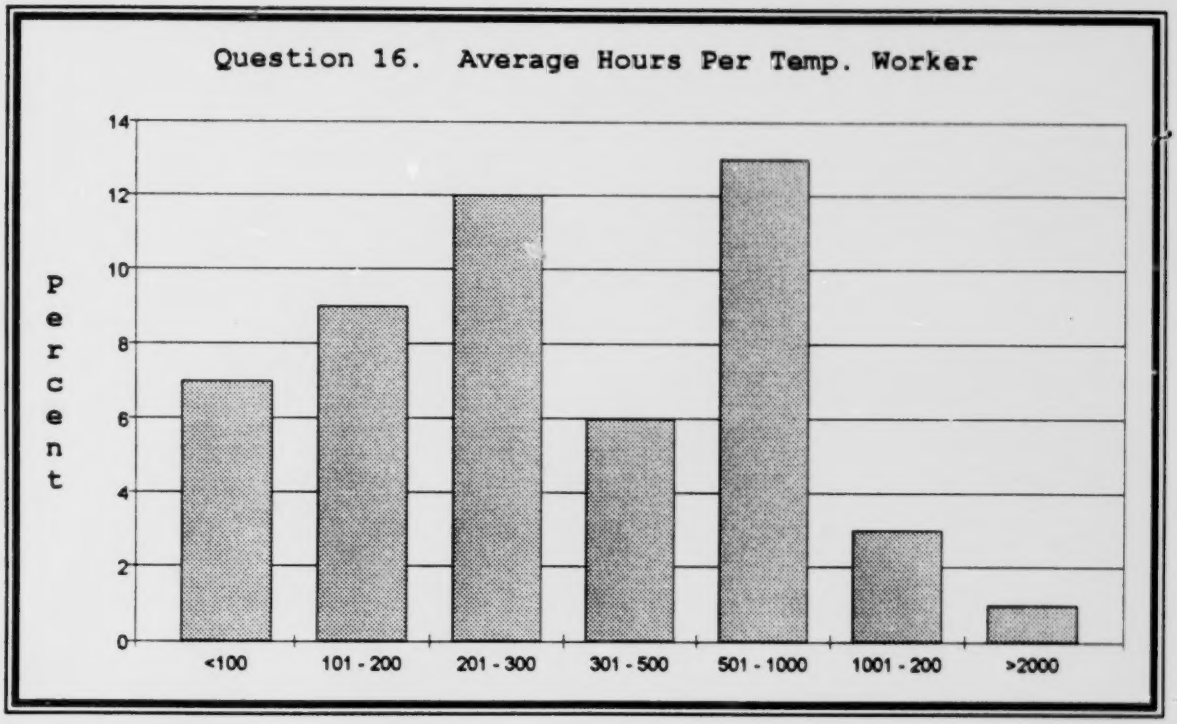

Question 15. Staff Development Budget will...
Percent
45
40
35
30
25
20
15
10
5
0
Remain the Same
Increase
Decrease
No Answer

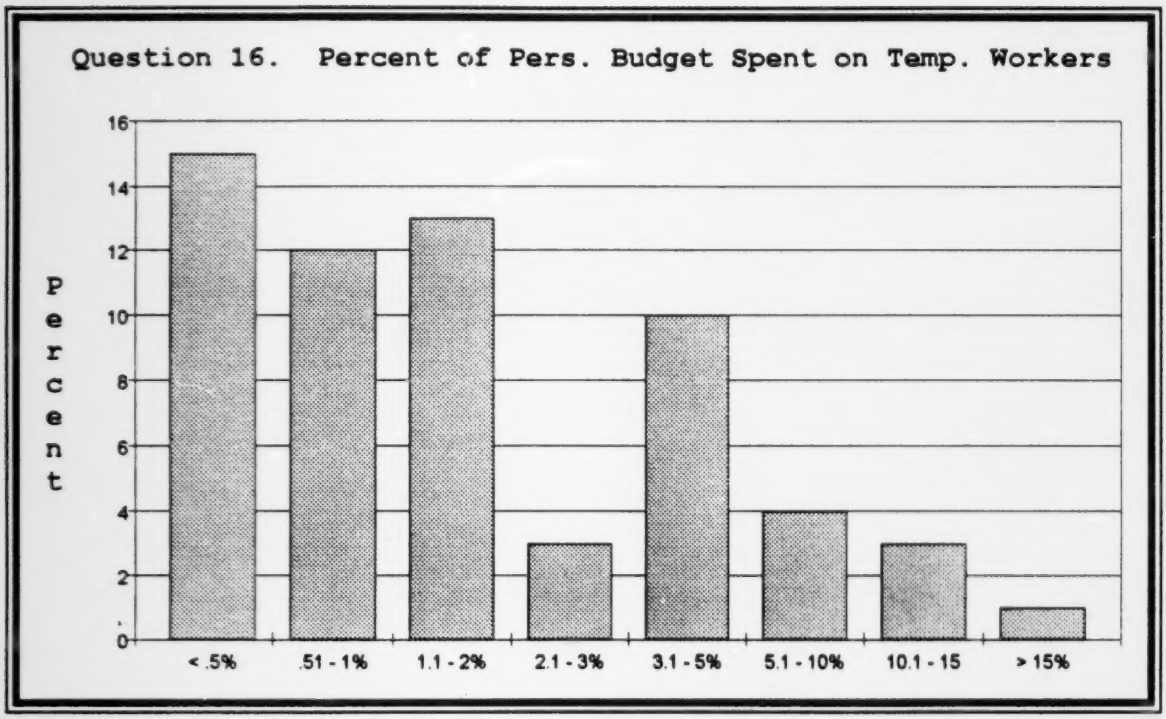

Question 16. Do You Use Temps, On-Call, or Subs for...
Percent
70
60
50
40
30
20
10
0
Professional
Paraprofessional
Clerical
Pages
Yes
No
No Answer


Question 16. Who Schedules Temps?
Percent
60
50
40
30
20
10
0
Personnel
Supervisor
Admin. Staff
Other
No Answer


Question 16. How Many Temp. Workers?
Percent
40
35
30
25
20
15
10
5
0
0 - 20
21 - 50
51 - 100
101 - 200
201+
No Answer


Question 16. Temp. Hours Last Year
Percent
45
40
35
30
25
20
15
10
5
0
0-1000
1001-5000
5001-10,000
10,001-25,000
25,001-100,00
100,001+
No Answer


Question 16. Average Hours Per Temp. Worker
Percent
14
12
10
8
6
4
2
0
<100
101 - 200
201 - 300
301 - 500
501 - 1000
1001 - 200
>2000


Question 16. Percent of Pers. Budget Spent on Temp. Workers
Percent
16
14
12
10
8
6
4
2
0
< .5%
.51 - 1%
1.1 - 2%
2.1 - 3%
3.1 - 5%
5.1 - 10%
10.1 - 15
> 15%

Section II.

Completed Surveys

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Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name [redacted] ALEXANDRIA L. BRANCH

2. Population Served 115 000 3. Date 17 MAY 93

4. Name of Person Completing Survey PATRICK M. O'BRIEN

5. Phone 703-838-4558 Fax 703-838-4524

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

✓ Civil Service regulations
___ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 19.65 Total number (FTE) of staff with MLS degree

9. .38 Total number (FTE) of security personnel (including contract)

10. 36.07 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 56.10 Total number (FTE) of staff (a+b+c)

12. ___ Yes ✓ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
✓ smaller proportion of MLS staff

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STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- ✓ More than 80%
- ____ 60 - 80%
- ____ 40 - 60%
- ____ 20 - 40%
- ____ Less than 20%

14. ____ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. >1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- ____ remain the same
- ____ increase by _____ percent
- ____ decrease by _____ percent

16 For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	✓ No	Professional
b.	____ Yes	✓ No	Paraprofessional
c.	____ Yes	✓ No	Clerical
d.	____ Yes	✓ No	Pages

e. Please indicate who schedules such workers:

- ____ Personnel department
- ____ Direct supervisors
- ____ Administrative support staff
- ____ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

- ____ Workers (individuals)
- ____ Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Duplicate Form

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Allen County Public Library
2. Population Served 380,000 3. Date 5/18/93
4. Name of Person Completing Survey Judy Dunahue / Marilynne Hall
5. Phone (219) 424-7241 X2223 Fax (219) 422-9688

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 53.75 Total number (FTE) of staff with MLS degree
9. 13.125 Total number (FTE) of security personnel (including contract)
10. 170.40 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 237.75 Total number (FTE) of staff (a+b+c)
12. ____ Yes ✓ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

✓ greater proportion of MLS staff
____ smaller proportion of MLS staff

Proportion 24.98

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___ More than 80%
___ 60 - 80%
___ 40 - 60%
___ 20 - 40%
___ Less than 20%

14. ___ Yes ___ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ___% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

___ remain the same
___ increase by ___ percent
___ decrease by ___ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ___ Yes ___ No Professional
b. ___ Yes ___ No Paraprofessional
c. ___ Yes ___ No Clerical
d. ___ Yes ___ No Pages

e. Please indicate who schedules such workers:

___ Personnel department
___ Direct supervisors
___ Administrative support staff
___ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

___ Workers (individuals)
___ ? Hours

g. ___% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Amarillo Public Library

2. Population Served 160,000 3. Date 05-18-93

4. Name of Person Completing Survey Greg Thomas

5. Phone (806) 378-9330 Fax (806) 378-9327

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

_____ Board (Elected _____ Appointed _____)
__x__ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

__x__ Civil Service regulations
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. __14__ Total number (FTE) of staff with MLS degree

9. __1__ Total number (FTE) of security personnel (including contract)

10. __44__ Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. __59__ Total number (FTE) of staff (a+b+c)

12. _____ Yes __x__ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

__x__ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
____	40 - 60%
X	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .4 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by _____ percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name ARLINGTON HEIGHTS MEMORIAL LIBRARY

2. Population Served 75,000 3. Date 5/17/93

4. Name of Person Completing Survey Kathleen Balcom

5. Phone 708/506-2610 Fax 708/506-2650

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected X Appointed ____)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

NA
____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 21.9 Total number (FTE) of staff with MLS degree

9. 1.13 Total number (FTE) of security personnel (including contract)

10. 95.1 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 118.13 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___	More than 80%
✓	60 - 80%
___	40 - 60%
___	20 - 40%
___	Less than 20%

14. X Yes ___ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Ed Blomberg Phone 708/506-2648

15. 2.8 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

___	remain the same
X	increase by 50% percent
___	decrease by ___ percent

The question is unclear to me so here is the raw data, too:
Personnel = $3,056,064
Staff devel. costs = $ 84,385, of which $30,000 is in salary.

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	___ No	Professional
b.	___ Yes	___ No	Paraprofessional
c.	X Yes	___ No	Clerical } tend to be seasonal replacements
d.	X Yes	___ No	Pages }

e. Please indicate who schedules such workers:

___	Personnel department
X	Direct supervisors (with budget approval by dept head)
___	Administrative support staff
___	Other: ___

f. Approximately how many such workers and how many such hours did your library use last year?

3	Workers (individuals)
600	Hours

g. 0.2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name: Atlanta-Fulton Public Library

2. Population Served: 682,490 3. Date: May 24, 1993

4. Name of Person Completing Survey: Joanne Williams

5. Phone: 404/730-1871 Fax: 404/730-1877

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

XX Board (Elected ____ Appointed XX)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

XX Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	GSEU/SEIU Local 1985	Library Specific/City Wide
b.	(Georgia State Employees Union/	Library Specific/City Wide
c.	Service Employees International	Library Specific/City Wide
d.	Union)	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 137 Total number (FTE) of staff with MLS degree

9. 21 Total number (FTE) of security personnel (including contract)

10. 294 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 452 Total number (FTE) of staff (a+b+c)

12. XX Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

Urban Libraries Council
Frequent Fast Facts Survey

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

XX	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes XX No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .36% Please enter the approximate proportion of your personnal budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

XX	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	____ No	Professional
b.	XX Yes	____ No	Paraprofessional
c.	XX Yes	____ No	Clerical
d.	____ Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
XX	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

138	Workers (individuals)
166,445	Hours

g. 6.79% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Baltimore County Public Library

2. Population Served 702,852 3. Date 5/20/93

4. Name of Person Completing Survey Lynn Schule

5. Phone (410) 887-6177 Fax (410) 887-6103

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected _____ Appointed X)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 42 Total number (FTE) of staff with MLS degree

9. 3.1 Total number (FTE) of security personnel (including contract)

10. 428.25 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 473.3 Total number (FTE) of staff (a+b+c)

12. X Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

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STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Kenna Forsyth Phone (410) 887-6177

15. 1.5% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers. hourly

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

418	Workers (individuals)
309,920	Hours

g. 15% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name BROOKLYN PUBLIC LIBRARY

2. Population Served 2,300,664 3. Date 5/25/93

4. Name of Person Completing Survey ROY D. MILLER

5. Phone 718-780-7808 Fax 718-398-3947

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Local 1482, District Council 37 AFSCME, AFL-CIO	Library Specific/(City Wide)
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form. N/A

8. 315 Total number (FTE) of staff with MLS degree

9. 82 Total number (FTE) of security personnel (including contract)

10. 454 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 851 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

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STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

N/A

More than 80%
60 - 80%
40 - 60%
20 - 40%
Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Connie Gemson Phone 718-780-7841

15. .28 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X remain the same
____ increase by ____ percent
____ decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ____ Yes X No Professional
b. ____ Yes X No Paraprofessional
c. ____ Yes X No Clerical
d. ____ Yes X No Pages

e. Please indicate who schedules such workers:

Personnel department
Direct supervisors
Administrative support staff
Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)
Hours

g. ____ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

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Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Broward County Libraries

2. Population Served 1,322,044 3. Date 5-26-93

4. Name of Person Completing Survey Jean R. Anderson

5. Phone 305-357-5995 Fax 305-357-7399

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

_____ Board (Elected _____ Appointed _____)
_____ City or County Manager
X City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

_____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Amalgamated Transit, AFL-CIO-CLC	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 106 Total number (FTE) of staff with MLS degree

9. 5 Total number (FTE) of security personnel (including contract)

10. 440 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 551 Total number (FTE) of staff (a+b+c)

12. _____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
X	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. X Yes _____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name D. Field, Assoc. Dir. for Support Svcs. Phone 305-357-7385

15. .4674% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	_____ No	Professional
b.	_____ Yes	_____ No	Paraprofessional
c.	X Yes	_____ No	Clerical
d.	_____ Yes	_____ No	Pages

e. Please indicate who schedules such workers:

_____	Personnel department
X	Direct supervisors
_____	Administrative support staff
_____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year? - FY'92

one	Workers (individuals)
127	Hours

g. .00782% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Buffalo and Erie County Public Library

2. Population Served 968,532 3. Date 5/18/93

4. Name of Person Completing Survey Ruth A. Collins, Assistant Deputy Director, Personnel Services

5. Phone 1-716-858-7174 Fax 1-716-858-6211

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

X Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Librarians Association	Library Specific/City/County Wide)
b.	CSEA (Clerical staff)	Library Specific/City/County Wide)
c.	AFSCME (blue collar staff)	Library Specific/City/County Wide)
d.		Library Specific/City/County Wide)

Please attach a copy of your union contract to your survey form.
*not available for CSEA and AFSCME

8. 167 Total number (FTE) of staff with MLS degree

9. 20.5 Total number (FTE) of security personnel (including contract)

10. 197 Total number (FTE) of other staff, excluding plant operations and maintenance workers and Library Pages

11. 384.5 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
__X__	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. __0__% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: a small amount of

____	remain the same
____	increase by ____ percent
____	decrease by ____ percent

We have used private funds for this purpose. The future is undecided.

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Carnegie Library of Pittsburgh

2. Population Served 1,336,449 3. Date May 24, 1993

4. Name of Person Completing Survey Robert B. Croneberger, Director

5. Phone 412-622-3100 Fax 412-622-6278

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (~~Elected~~ ~~Appointed~~) neither - 1/2 elected 1/2 appointed
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: NA.
(Please check all that apply)

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form

8. 108 Total number (FTE) of staff with MLS degree

9. 3 Total number (FTE) of security personnel (including contract)

10. 189 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 300 Total number (FTE) of staff (a+b+c)

12. ____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
X smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
X	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase by 2 percent = 3% of budget (2+1)
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	____ Yes	____ No	Paraprofessional
c.	____ Yes	____ No	Clerical
d.	____ Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

200	Workers (individuals)
140,000	Hours

g. 12.5 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Public Library of Cincinnati and Hamilton County

2. Population Served 866,228 3. Date May 24, 1993

4. Name of Person Completing Survey Robert D. Stonestreet, Director/Clerk-Treasurer

5. Phone 513-369-6972 Fax 513-369-6993

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: N/A
(Please check all that apply)

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 172 Total number (FTE) of staff with MLS degree

9. 12 Total number (FTE) of security personnel (including contract)

10. 434.485 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 618.485 Total number (FTE) of staff (a+b+c)

12. ____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Thomas R. Moorman Phone 513-369-6968

15. .3 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase by .7 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
____	Hours

g. ____ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name CLEVELAND PUBLIC LIBRARY

2. Population Served 505,616 3. Date 5/19/93

4. Name of Person Completing Survey Joan Brown, Personnel Officer

5. Phone (216) 623-2800 Fax (216) 623-7015

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	District 925, SEIU	(Library Specific)/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 116 Total number (FTE) of staff with MLS degree

9. 15 Total number (FTE) of security personnel (including contract)

10. 360 Total number (FTE) of other staff, excluding (67) plant operations and maintenance workers (includes pages)

11. 558 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
	60 - 80%
	40 - 60%
	20 - 40%
	Less than 20%

14. ____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. __*__ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: * We do not quantify separately

X	remain the same
	increase by _____ percent
	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages (all pages)

e. Please indicate who schedules such workers:

	Personnel department
X	Direct supervisors
X	Administrative support staff
	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

183	Workers (individuals)
148,510	Hours

g. 6.8% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Columbus Metropolitan Library

2. Population Served 540,600 3. Date 5-24-93

4. Name of Person Completing Survey Larry D. Black

5. Phone (614) 645-2800 Fax (614) 645-2050

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

__✓__ Board (Elected _____ Appointed _✓_)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Library Policy

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 163 Total number (FTE) of staff with MLS degree

9. 14 Total number (FTE) of security personnel (including contract)

10. 366 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 543 Total number (FTE) of staff (a+b+c)

12. __✓__ Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 2 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

✓	remain the same
____	increase by _____ percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	____ No	Professional
b.	✓ Yes	____ No	Paraprofessional
c.	____ Yes	____ No	Clerical
d.	____ Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
✓	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

20 Workers (individuals)
5,000 Hours

g. 75% approx What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Cuyahoga County Public Library
2. Population Served 600,000+ 3. Date May 18, 1993
4. Name of Person Completing Survey Claudya Muller
5. Phone 216-749-9490 Fax 216-398-1800

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
✓ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	CCLU/925	(Library Specific)/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 146.75 Total number (FTE) of staff with MLS degree

9. -0- Total number (FTE) of security personnel (including contract)

10. 435.45 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 582.2 Total number (FTE) of staff (a+b+c)

12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- ✓ More than 80%
- ___ 60 - 80%
- ___ 40 - 60%
- ___ 20 - 40%
- ___ Less than 20%

14. ✓ Yes ___ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Position vacant - applicants being interviewed June 8 + 9 Phone ___

15. .4% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- ✓ remain the same
- ___ increase by 750 percent
- ___ decrease by ___ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	___ No	Professional
b.	✓ Yes	___ No	Paraprofessional
c.	✓ Yes	___ No	Clerical
d.	___ Yes	___ No	Pages

e. Please indicate who schedules such workers:

- ___ Personnel department
- ___ Direct supervisors
- ___ Administrative support staff
- ✓ Other: Branch manager or designee

f. Approximately how many such workers and how many such hours did your library use last year?

- 106 Workers (individuals)
- 2~~2~~,237 Hours

g. 1.3% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Davenport Public Library

2. Population Served 95,333 3. Date 5/21/93

4. Name of Person Completing Survey Kay K. Runge/Mary Heinzman

5. Phone 319-326-7841 Fax 319-326-7809

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X	Board (Elected ____ Appointed X)
____	City or County Manager
____	City or County Department Head
____	Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

____	Civil Service regulations
X	Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME	(Library Specific) / City Wide
b.	____	Library Specific / City Wide
c.	____	Library Specific / City Wide
d.	____	Library Specific / City Wide

Please attach a copy of your union contract to your survey form.

8. 14 Total number (FTE) of staff with MLS degree

9. 1 Total number (FTE) of security personnel (including contract)

10. 30 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 45 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____	greater proportion of MLS staff
____	smaller proportion of MLS staff

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STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
	60 - 80%
	40 - 60%
	20 - 40%
	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Mary Heinzman Phone 319-326-7838

15. .2 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
	increase by ____ percent
	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional(Sunday Librararian to work with regular Librarian)
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages Bookmobile Driver, Substitute
	X		

e. Please indicate who schedules such workers:

X	Personnel department
	Direct supervisors
	Administrative support staff
	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

2	Workers (individuals)
250	Hours

g. .003 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name DAYTON & MONTGOMERY COUNTY PUBLIC LIBRARY
2. Population Served 573,809 3. Date 5-19-93
4. Name of Person Completing Survey JOHN WALLACH
5. Phone 513-227-9500 Fax 513-227-9539

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

- ✓ Board (Elected ____ Appointed ✓)
- ____ City or County Manager
- ____ City or County Department Head
- ____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

- ✓ Civil Service regulations
- ____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	DISTRICT 925/DAYTON SERVICE EMPLOYEES INTERNATIONAL UNION	(Library Specific)/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 55 Total number (FTE) of staff with MLS degree
9. 4 Total number (FTE) of security personnel (including contract)
10. 249 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 308 Total number (FTE) of staff (a+b+c)
12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

- ____ greater proportion of MLS staff
- ____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- [X] More than 80%
- [ ] 60 - 80%
- [ ] 40 - 60%
- [ ] 20 - 40%
- [ ] Less than 20%

14. [✓] Yes [ ] No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name BARBARA KUHNS, TRAINING SPECIALIST Phone 513-227-8500

15. [1] % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- [✓] remain the same
- [ ] increase by [9] percent
- [ ] decrease by [ ] percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	[✓] Yes	[ ] No	Professional
b.	[✓] Yes	[ ] No	Paraprofessional
c.	[✓] Yes	[ ] No	Clerical
d.	[ ] Yes	[✓] No	Pages

e. Please indicate who schedules such workers:

- [✓] Personnel department
- [ ] Direct supervisors
- [ ] Administrative support staff
- [ ] Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

42 Workers (individuals)
3,250 Hours

g. 3.6% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name DeKalb County Public Library

2. Population Served 564,681 3. Date 5/18/93

4. Name of Person Completing Survey Alice Smith

5. Phone (404) 370-8450 Fax (404) 370-8469

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected _____ Appointed X)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

X Civil Service regulations DeKalb County Personnel Code
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 47 Total number (FTE) of staff with MLS degree

9. 2 Total number (FTE) of security personnel (including contract)

10. 126 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 175 Total number (FTE) of staff (a+b+c)

12. X Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
X	40 - 60%
____	20 - 40%
____	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Martha Goodson Phone (404) 370-8457

15. .79% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X	No	Professional
b.	____ Yes	X	No	Paraprofessional
c.	X Yes	____	No	Clerical
d.	X Yes	____	No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

22 FTE	Workers (individuals)
45,514	Hours

g. 4.9% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name DENVER PUBLIC LIBRARY

2. Population Served _____ 3. Date _____

4. Name of Person Completing Survey RICK ASHTON

5. Phone 303 640-8890 Fax 303 595-3034

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

X Civil Service regulations
___ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	N/A	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. ____ Total number (FTE) of staff with MLS degree

9. ____ Total number (FTE) of security personnel (including contract)

10. ____ Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. ____ Total number (FTE) of staff (a+b+c)

12. ~~X~~ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff
___ smaller proportion of MLS staff

BEST COPY AVAILABLE

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- [X] More than 80%
- [ ] 60 - 80%
- [ ] 40 - 60%
- [ ] 20 - 40%
- [ ] Less than 20%

14. [X] Yes [ ] No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name LINDA FEGLEY Phone 303 640-8904

15. 1% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- [ ] remain the same
- [x] increase by 1 percent
- [ ] decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	[x] Yes	[ ] No	Professional
b.	[x] Yes	[ ] No	Paraprofessional
c.	[x] Yes	[ ] No	Clerical
d.	[x] Yes	[ ] No	Pages

e. Please indicate who schedules such workers:

- [x] Personnel department
- [x] Direct supervisors
- [ ] Administrative support staff
- [ ] Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

50 Workers (individuals)
36,000 Hours

g. 4% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Public Library of Des Moines

2. Population Served 193,187 3. Date 5-17-93

4. Name of Person Completing Survey Dorothy Stick

5. Phone 515-283-4152 Fax 515-283-4503

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

✓Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Int'l. Union of Machinists and Aerospace Workers	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 40.50 Total number (FTE) of staff with MLS degree

9. 0 Total number (FTE) of security personnel (including contract)

10. 42.68 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 83.18 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____ _____

15. ____% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
____	increase by _____ percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	____ Yes	____ No	Paraprofessional
c.	____ Yes	____ No	Clerical
d.	____ Yes	____ No	Pages

e. Please indicate who schedules such workers:

X	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

1	Workers (individuals)
160	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name EAST BATON ROUGE PARISH LIBRARY
2. Population Served 383,000 3. Date 5/18/93
4. Name of Person Completing Survey John B. Richard, Director
5. Phone 504-389-3368 Fax 504-389-5284

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

✓ Civil Service regulations all employees are Civil Service
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 60 Total number (FTE) of staff with MLS degree

9. # Total number (FTE) of security personnel (including contract)
Library has contract with off-duty deputies — no special made

10. 168 1/4 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 228 1/4 Total number (FTE) of staff (a+b+c)

12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- ✓ More than 80%
- ____ 60 - 80%
- ____ 40 - 60%
- ____ 20 - 40%
- ____ Less than 20%

14. ____ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. Not Kept Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- ✓ remain the same
- ____ increase by ____ percent
- ____ decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ____ Yes ✓ No Professional
b. ____ Yes ✓ No Paraprofessional
c. ____ Yes ✓ No Clerical
d. ____ Yes ✓ No Pages

e. Please indicate who schedules such workers:

- ____ Personnel department
- ____ Direct supervisors
- ____ Administrative support staff
- ____ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

None
- ____ Workers (individuals)
- ____ Hours

g. None What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Elilzabeth Public Library

2. Population Served 110,000 3. Date May 19, 1993

4. Name of Person Completing Survey Joseph J. Keenan, Jr.

5. Phone 908-354-6060 Fax 908-354-5845

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected _____ Appointed X)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart. (Being Revised)

7. Are the majority of your library employees subject to:
(Please check all that apply)

X Civil Service regulations
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

Not applicatble

8. 19 Total number (FTE) of staff with MLS degree

9. 4 Total number (FTE) of security personnel (including contract)

10. 48 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 71 Total number (FTE) of staff (a+b+c)

12. x Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase by 300 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
____	Hours

g. ____ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Enoch PRatt Free Library

2. Population Served 750,900 3. Date _____

4. Name of Person Completing Survey Paula W. Kemp

5. Phone (410)396-5519 Fax (410)396-5044

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected _____ Appointed X)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

X Civil Service regulations
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 96 Total number (FTE) of staff with MLS degree

9. 4.5 Total number (FTE) of security personnel (including contract)

10. 279.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 380 Total number (FTE) of staff (a+b+c)

12. _____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
X	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. _____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ____% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same (Trustees, Endowment & State Funds)
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	_____ No	Professional
b.	X Yes	_____ No	Paraprofessional
c.	X Yes	_____ No	Clerical
d.	X Yes	_____ No	Pages

e. Please indicate who schedules such workers:

_____	Personnel department
X	Direct supervisors
_____	Administrative support staff
_____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

_____	Workers (individuals)
_____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Eugene Public Library

2. Population Served 120,000 (est. by July 1) 3. Date May 20, 1993

4. Name of Person Completing Survey Carol Hildebrand

5. Phone (503) 687-5454 Fax (503) 341-5898

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

_____ Board (Elected _____ Appointed _____)
_____ City or County Manager
X City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 14 Total number (FTE) of staff with MLS degree

9. -0- Total number (FTE) of security personnel (including contract)

10. 33.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 47.5 Total number (FTE) of staff (a+b+c)

12. X Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. Less than 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase by 100 percent (we hope!)
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	____ Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

17	Workers (individuals)
4,640	Hours

g. 2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name THE FERGUSON LIBRARY

2. Population Served 109,000 3. Date 5/21/93

4. Name of Person Completing Survey Kevin McCarthy

5. Phone 203-964-1000, Ext 203 Fax 203-357-9098

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected 5 Appointed 5)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME Local 1303-317	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree

9. 1.5 Total number (FTE) of security personnel (including contract)

10. 45.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 82 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
	60 - 80%
	40 - 60%
	20 - 40%
	Less than 20%

14. ____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .5 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

	remain the same
X	increase by .5 percent
	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

	Personnel department
X	Direct supervisors
	Administrative support staff
	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

20	Workers (individuals)
2,000	Hours

g. 1 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Forsyth County Public Library - Winston-Salem, N.C.

2. Population Served 260,853 3. Date May 17, 1993

4. Name of Person Completing Survey Bill Roberts

5. Phone 919-727-2556 Fax 919-727-2549

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

___ Board (Elected ____ Appointed ____)
✓ ~~City or~~ County Manager
___ City or County Department Head
___ Other: _____

✓ Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

NO ___ Civil Service regulations
NO ___ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

COUNTY PERSONNEL POLICIES

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 39 Total number (FTE) of staff with MLS degree (+ 4 OTHERS = MLS'S IN OTHER AREAS

9. 2½ Total number (FTE) of security personnel (including contract)

10. 67 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 108½ Total number (FTE) of staff (a+b+c)

12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
___ smaller proportion of MLS staff

STAFFING

1991 Item 7

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___ More than 80%
_✓_ 60 - 80%
___ 40 - 60%
___ 20 - 40%
___ Less than 20%

14. ___ Yes _✓_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 0.6% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_✓_ remain the same
___ increase by _____ percent
___ decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ___ Yes _✓_ No Professional
b. ___ Yes _✓_ No Paraprofessional
c. ___ Yes _✓_ No Clerical
d. ___ Yes _✓_ No Pages

e. Please indicate who schedules such workers:

___ Personnel department
___ Direct supervisors
___ Administrative support staff
___ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

___ Workers (individuals)
___ Hours

g. ___% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name FREE LIBRARY OF PHILADELPHIA
2. Population Served _____ 3. Date 5/27/93
4. Name of Person Completing Survey MICHAEL EDELMAN
5. Phone (215) 686-5308 Fax (215) 686-5368

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

X Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME - COUNCIL 33	Library Specific/City Wide
b.	AFSCME - COUNCIL 47	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.
NOT/AVAILABLE

8. 282.5 Total number (FTE) of staff with MLS degree
9. 73.0 Total number (FTE) of security personnel (including contract)
10. 471.0 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 826.5 Total number (FTE) of staff (a+b+c)
12. ___ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff
___ smaller proportion of MLS staff

BEST COPY AVAILABLE

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- X More than 80%
- ____ 60 - 80%
- ____ 40 - 60%
- ____ 20 - 40%
- ____ Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name ANNE COGEN Phone (215) 567-4352

15. 60% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- X remain the same
- ____ increase by ____ percent
- ____ decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

- ____ Personnel department
- ____ Direct supervisors
- ____ Administrative support staff
- ____ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

- ____ Workers (individuals)
- ____ Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Fresno County Free Library

2. Population Served 730,000 3. Date 5/3/93

4. Name of Person Completing Survey John Kallenberg

5. Phone 209 488-3185 Fax 209 488-1971

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

___ Board (Elected ___ Appointed ___)
_X_ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_X_ Civil Service regulations
_X_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Service Employees International (SEIU)	Library Specific/City Wide
b.	Assoc. of Trades & Crafts Employees	Library Specific/City Wide
c.	Independent County Employees	Library Specific/City Wide
d.	Stationary Engineers	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 28.83 Total number (FTE) of staff with MLS degree

9. .7 Total number (FTE) of security personnel (including contract)

10. 75.05 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 110.88 Total number (FTE) of staff (a+b+c)

12. ___ Yes ___ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ Greater proportion of MLS staff
___ Smaller proportion of MLS staff

Urban Libraries Council
Frequent Fast Facts Survey

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .2 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

100	Workers (individuals)
N/A	Hours

g. 2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

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Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Hennepin County Library, Minnetonka, MN 55305-1909

2. Population Served 664,048 3. Date May 26, 1993

4. Name of Person Completing Survey Thomas E. O'Neill, Sr. Personnel Representative

5. Phone (612) 541-8596 Fax (612) 541-8600

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

___ Board (Elected ____ Appointed ____)
X City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

X Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME	Library Specific/~~City Wide~~
b.	Teamsters	Library Specific/~~City Wide~~
c.		Library Specific/~~City Wide~~
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 81.5 Total number (FTE) of staff with MLS degree

9. 0 Total number (FTE) of security personnel (including contract)

10. 345.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 427 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
___ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____ More than 80%
____ 60 - 80%
____ 40 - 60%
____ 20 - 40%
____ Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .33 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____ remain the same
X increase by 100 percent
____ decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. Y Yes ____ No Professional
b. Y Yes ____ No Paraprofessional
c. Y Yes ____ No Clerical
d. Y Yes ____ No Pages

e. Please indicate who schedules such workers:

____ Personnel department
X Direct supervisors
X Administrative support staff
____ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

111 Workers (individuals)
577 Hours

g. 2.7% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Indianapolis-Marion County Public Library

2. Population Served 774,400 3. Date 24MAY93

4. Name of Person Completing Survey RAY GNAT, director

5. Phone 317/269-1722 Fax 317/269-5220

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

- ✓ Board (Elected ____ Appointed ✓)
- ____ City or County Manager
- ____ City or County Department Head
- ____ Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: None
(Please check all that apply)

- ____ Civil Service regulations
- ____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	____	Library Specific/City Wide
b.	____	Library Specific/City Wide
c.	____	Library Specific/City Wide
d.	____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form. None

8. 143.1 Total number (FTE) of staff with MLS degree

9. 5.0 Total number (FTE) of security personnel (~~including~~ all contract)

10. 220.3 Total number (FTE) of other staff, excluding plant operations and maintenance workers and pages

11. 368.4 Total number (FTE) of staff (a+b+c) 8+9+10

12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

- ____ greater proportion of MLS staff
- ____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .6 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by _____ percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	____ Yes	X No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	X No	Paces

e. Please indicate who schedules such workers:

X	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

80	Workers (individuals)
7,345	Hours

g. 6.2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name JACKSONVILLE PUBLIC LIBRARIES

2. Population Served 700,000 3. Date 5/17/93

4. Name of Person Completing Survey JUDY WILLIAMS

5. Phone 904-630-1994 Fax 904-630-2431

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

✓ Civil Service regulations
✓ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Supervisors Assn. (prof.)	Library Specific/~~City Wide~~
b.	AFSCME (clerical)	Library Specific/~~City Wide~~
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 88.5 Total number (FTE) of staff with MLS degree

9. 2 Total number (FTE) of security personnel (including contract)

10. 253.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 344.0 Total number (FTE) of staff (a+b+c)

12. ___ Yes ✓ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

✓ greater proportion of MLS staff
___ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
✓	40 - 60%
____	20 - 40%
____	Less than 20%

14. ✓ Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Lee Gragg Phone 630-1991

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
✓	increase by 1 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	____ No	Professional
b.	✓ Yes	____ No	Paraprofessional
c.	✓ Yes	____ No	Clerical
d.	✓ Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
✓	Direct supervisors
____	Administrative support staff
____	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

140	Workers (individuals)
174,918	Hours

g. 16 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name KANSAS CITY PUBLIC LIBRARY (KC MO)

2. Population Served 257,940 3. Date _____

4. Name of Person Completing Survey Dan Bradbury / Pat Hawkins

5. Phone 816-221-3203 Fax 816-[redacted]-421-7484

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

___ Civil Service regulations
___ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

None

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 45.2 Total number (FTE) of staff with MLS degree*

9. 5.8 Total number (FTE) of security personnel (including contract)

10. 128.2 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 179.2 Total number (FTE) of staff (a+b+c)

12. ✓ Yes ___ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
___ smaller proportion of MLS staff

* may include some in professional level 1. librarian jobs or higher but who have not obtained MLS but job requires MLS.

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STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___	More than 80%
___	60 - 80%
✓	40 - 60%
___	20 - 40%
___	Less than 20%

14. ✓ Yes ___ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Pat Hawkins Phone 816 221-2685

15. 1.3 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

✓	remain the same
___	increase by ___ percent
___	decrease by ___ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	___ Yes	___ No	Professional
b.	✓ Yes	___ No	Paraprofessional
c.	✓ Yes	___ No	Clerical
d.	___ Yes	___ No	Pages

e. Please indicate who schedules such workers:

___	Personnel department
___	Direct supervisors
✓	Administrative support staff
___	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

25 Workers (individuals)
Unknown Hours

g. 1 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name King County Library System

2. Population Served _____ 3. Date 5/18/93

4. Name of Person Completing Survey Marilyn Gamblin

5. Phone (206) 684-6602 Fax (206) 684-6690

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

NA ____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 138 Total number (FTE) of staff with MLS degree

9. 0 Total number (FTE) of security personnel (including contract)

10. 319 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 457 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- [X] More than 80%
- [ ] 60 - 80%
- [ ] 40 - 60%
- [ ] 20 - 40%
- [ ] Less than 20%

14. [X] Yes [ ] No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Betty Richardson Phone (206) 684-6674

15. .5 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- [X] remain the same
- [ ] increase by ____ percent
- [ ] decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	[X] Yes	[ ] No	Professional
b.	[X] Yes	[ ] No	Paraprofessional
c.	[X] Yes	[ ] No	Clerical
d.	[X] Yes	[ ] No	Pages

e. Please indicate who schedules such workers:

- [ ] Personnel department
- [X] Direct supervisors
- [ ] Administrative support staff
- [ ] Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

unknown Workers (individuals)
14,290 Hours

We use our regular P/T staff to do substitute work als

g. 1 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Lake Lanier Regional Library

2. Population Served 525,961 3. Date May 21, 1993

4. Name of Person Completing Survey Jo Ann Pinder

5. Phone 404/822-4522 Fax 404/822-5379

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

____ Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.		Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 45 Total number (FTE) of staff with MLS degree

9. 0 Total number (FTE) of security personnel (including contract)

10. 128 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 171 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
X	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase ~~by~~ to 3 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No		Professional
b.	X Yes	____ No		Paraprofessional
c.	X Yes	____ No		Clerical
d.	____ Yes	X No		Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

18	Workers (individuals)
9568	Hours

g. .04 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name LAS VEGAS - CLARK County Library District
2. Population Served 735,674 3. Date _____
4. Name of Person Completing Survey Charles HUMBERGER
5. Phone 702-382-2575 Fax 382-3498

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

___ Board (Elected ___ Appointed X)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

NO Civil Service regulations
NO Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	NONE	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 44 Total number (FTE) of staff with MLS degree
9. 7 Total number (FTE) of security personnel (including contract)
10. 220 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 271 Total number (FTE) of staff (a+b+c)
12. ✓ Yes ___ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

✓ greater proportion of MLS staff (increase 5 per year For NEXT 5 years.)
___ smaller proportion of MLS staff

Urban Libraries Council
Frequent Fast Facts Survey

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- ✓ More than 80%
- ____ 60 - 80%
- ____ 40 - 60%
- ____ 20 - 40%
- ____ Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 7 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- X remain the same
- ____ increase by ____ percent
- ____ decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, (on call) or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

- ____ Personnel department
- X Direct supervisors
- ____ Administrative support staff
- ____ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

- ? Workers (individuals)
- ? Hours

g. Less than 1 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Lincoln City Libraries

2. Population Served 213,641 3. Date 5-18-93

4. Name of Person Completing Survey Carol J. Connor

5. Phone 402-441-8510 Fax 402-441-8586

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

XX Board (Elected _____ Appointed XX)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
XX Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Nat'l Assoc. of Government Employees	Library Specific/City Wide
b.	City Employees Association	Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 24.00 Total number (FTE) of staff with MLS degree

9. 1.84 Total number (FTE) of security personnel (including contract)

10. 65.82 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 91.66 Total number (FTE) of staff (a+b+c)

12. _____ Yes XX No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
XX smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
__XX__	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes __XX__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. __.11%__ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
__XX__	increase by __6__ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	__XX__ No	Professional
b.	____ Yes	__XX__ No	Paraprofessional
c.	____ Yes	__XX__ No	Clerical
d.	____ Yes	__XX__ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
__XX__	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

__0__	Workers (individuals)
__0__	Hours

g. __0%__ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Los Angeles Public Library

2. Population Served _____ 3. Date 5/18/93

4. Name of Person Completing Survey Elizabeth R. Higbie

5. Phone (213) 612-3300 Fax (213) 612-0463

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

- √ Board (Elected ____ Appointed √)
- ____ City or County Manager
- ____ City or County Department Head
- ____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

- √ Civil Service regulations
- √ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSME	Library Specific / (City Wide)
b.	Local 3090	Library Specific / (City Wide)
c.	Local 2626	Library Specific / (City Wide)
d.	Engineers & Architect Assoc.	Library Specific / (City Wide)

Please attach a copy of your union contract to your survey form.

8. 354 Total number (FTE) of staff with MLS degree

9. 38 Total number (FTE) of security personnel (including contract)

10. 601 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 955 Total number (FTE) of staff (a+b+c)

12. √ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

- ____ greater proportion of MLS staff
- √ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
____	40 - 60%
√	20 - 40%
____	Less than 20%

14. ____ Yes √ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ____% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	√ Yes	____ No	Professional
b.	√ Yes	____ No	Paraprofessional
c.	√ Yes	____ No	Clerical
d.	____ Yes	√ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
√	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
65,000	Hours

g. 0 % What proportion of your personnel budget was used for employing such workers last year?

Separate Account

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Louisville Free Public Library

2. Population Served 665,000 3. Date 5-21-93

4. Name of Person Completing Survey Harriet Henderson

5. Phone 502-574-1760 Fax 502-574-1693

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

_____ Board (Elected _____ Appointed _____)
_____ City or County Manager
_____ City or County Department Head
__X__ Other: Mayor, County Judge-Executive, Library Commission

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
__X__ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME (represents	Library Specific/City Wide
b.	~~several city~~ and	Library Specific/City Wide
c.		Library Specific/City Wide
d.	~~county departments~~)	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 34 Total number (FTE) of staff with MLS degree

9. 4.5 Total number (FTE) of security personnel (including contract)

10. 170 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 208.5 Total number (FTE) of staff (a+b+c)

12. X Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
X	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. _____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1.5% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	_____ No	Professional
b.	X Yes	_____ No	Paraprofessional
c.	X Yes	_____ No	Clerical
d.	X Yes	_____ No	Pages

e. Please indicate who schedules such workers:

X	Personnel department
X	Direct supervisors
_____	Administrative support staff
_____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

NA	Workers (individuals)
NA	Hours

g. NA % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Memphis Shelby County Public Library & Information Center

2. Population Served Memphis Shelby County 828,083. Date May 26 1993

4. Name of Person Completing Survey Stacey Ward

5. Phone 901-725-8855 Fax 901-725-8883

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

__X__ Board (Elected _____ Appointed _X_)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
_____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. _84_ Total number (FTE) of staff with MLS degree

9. _12_ Total number (FTE) of security personnel (including contract)

10. _156_ Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. _252_ Total number (FTE) of staff (a+b+c)

12. _____ Yes __y__ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

__X__ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

✓	More than 80%
_____	60 - 80%
_____	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. __X__ Yes _____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Judy Card Phone 901-725-8851

15. _____% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	__X__ Yes	_____ No	Professional
b.	__X__ Yes	_____ No	Paraprofessional
c.	__X__ Yes	_____ No	Clerical
d.	__X__ Yes	_____ No	Pages

e. Please indicate who schedules such workers:

__X__	Personnel department
_____	Direct supervisors
_____	Administrative support staff
__X__	Other: Regional Managers

f. Approximately how many such workers and how many such hours did your library use last year?

NA	Workers (individuals)
_____	Hours

g. NA% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Metropolitan Library System

2. Population Served 599,611 3. Date May 24, 1993

4. Name of Person Completing Survey Lee B. Brawner, Executive Director

5. Phone (405) 235-0571 Fax (405) 236-5219

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

X Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	____	Library Specific/City Wide
b.	____	Library Specific/City Wide
c.	____	Library Specific/City Wide
d.	____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 36 Total number (FTE) of staff with MLS degree

9. 1 Total number (FTE) of security personnel (including contract)

10. 155 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 192 Total number (FTE) of staff (a+b+c)

12. ____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
	60 - 80%
	40 - 60%
	20 - 40%
	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Jane Carvajal Phone (405)235-0572 Ext. 170

15. 1.5% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

	remain the same
x	increase by 2 percent
	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	____ Yes	X No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

	Personnel department
x	Direct supervisors
	Administrative support staff
	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

6	Workers (individuals)
300	Hours

g. .07% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name MIAMI-DADE PUBLIC LIBRARY
2. Population Served 1,626,510 3. Date 5-18-93
4. Name of Person Completing Survey R.S. KOZLOWSKI
5. Phone (305) 375-5026 Fax (305) 375-5545

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓, ADVISORY
✓ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME	COUNTY-WIDE Library Specific/~~City~~ Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form. — TOO LENGTHY. ENTIRE COUNTY'S CONTRA

8. 156 Total number (FTE) of staff with MLS degree
9. 35 Total number (FTE) of security personnel (including contract)
10. 409 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 600 Total number (FTE) of staff (a+b+c)
12. ____ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

✓ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___ More than 80%
✓ 60 - 80%
___ 40 - 60%
___ 20 - 40%
___ Less than 20%

14. ✓ Yes ___ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name WANDA COUNTS-BRYANT Phone 375-2661

15. 4 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

✓ remain the same
___ increase by ___ percent
___ decrease by ___ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	___ Yes	✓ No	Professional
b.	___ Yes	✓ No	Paraprofessional
c.	___ Yes	✓ No	Clerical
d.	___ Yes	✓ No	Pages

e. Please indicate who schedules such workers:

___ Personnel department
___ Direct supervisors
___ Administrative support staff
___ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

___ Workers (individuals)
___ Hours

g. ___% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Milwaukee Public Library

2. Population Served _____ 3. Date _____

4. Name of Person Completing Survey Kathleen Huston & Judith Zemke

5. Phone (414) 286-3020 Fax _____

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

_____ Board (Elected _____ Appointed _____)
_____ City or County Manager
_____ City or County Department Head
X Other: Mayor

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

X Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFL-CIO AFSCME	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 108.0 Total number (FTE) of staff with MLS degree

9. 5.325 Total number (FTE) of security personnel (including contract)

10. 202.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 315.825 Total number (FTE) of staff (a+b+c)

12. _____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
X smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 0.2 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase by 0.2 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	____ Yes	X No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Minneapolis Public Library
2. Population Served 368,000 3. Date 5/17/93
4. Name of Person Completing Survey SUSAN GOLDBERG
5. Phone 612-372-6611 Fax 612-372-6623

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report? (6 members elected / 2 members appointed)

- X Board (Elected X Appointed ____)
- ____ City or County Manager
- ____ City or County Department Head
- ____ Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

- X Civil Service regulations (about 60% employees under Civil Service)
- X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFCSME LOCAL 99	Library Specific/City Wide
b.	Professional Librarians Union of Minneapolis	Library Specific/City Wide
c.	Librarian Supervisors Union	Library Specific/City Wide
d.	Library Confidential Employees Union (Local 70 - Operating Engineers Library Stewards - national affiliation)	Library Specific/City Wide

national affiliation

Please attach a copy of your union contract to your survey form.

8. 86.05 Total number (FTE) of staff with MLS degree
9. 2.89 Total number (FTE) of security personnel (including contract)
10. 209.75 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 298.69 Total number (FTE) of staff (a+b+c)
12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

- ____ greater proportion of MLS staff
- ____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___	More than 80%
X	60 - 80%
___	40 - 60%
___	20 - 40%
___	Less than 20%

14. ___ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 35 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

___	remain the same
___	increase by ___ percent
___	decrease by ___ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	___ No	Professional
b.	X Yes	___ No	Paraprofessional
c.	X Yes	___ No	Clerical
d.	X Yes	___ No	Pages

e. Please indicate who schedules such workers:

___	Personnel department
___	Direct supervisors
X	Administrative support staff
___	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year? 1997

82 Workers (individuals)
35,571 Hours

g. 4.9 % What proportion of your personnel budget was used for employing such workers last year?
($4,431.51)

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name MONTGOMERY (AL) CITY-COUNTY PUBLIC LIBRARY

2. Population Served 209,400 3. Date 5/25/93

4. Name of Person Completing Survey GILLIS DOUGHTIE

5. Phone 205 240-4300 Fax 205 240-4980

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X	Board (Elected _____ Appointed X)
_____	City or County Manager
_____	City or County Department Head
X	Other: MAYOR

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

X	Civil Service regulations
_____	Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 7 Total number (FTE) of staff with MLS degree

9. _____ Total number (FTE) of security personnel (including contract)

10. 38 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 45 Total number (FTE) of staff (a+b+c)

12. X Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____	greater proportion of MLS staff
_____	smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
__X__	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. __.5__ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

__X__	remain the same
____	increase by _____ percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	__X__ No	Professional
b.	____ Yes	__X__ No	Paraprofessional
c.	____ Yes	__X__ No	Clerical
d.	____ Yes	__X__ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Multnomah County Library
2. Population Served 583,887 3. Date 5/21/93
4. Name of Person Completing Survey Ginnie Cooper
5. Phone (503) 248-5403 Fax (503) 248-5441

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

____ Board (Elected ____ Appointed ____)
____ City or County Manager
____ City or County Department Head
✓ Other: County Chair of Commissioners

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

✓ Civil Service regulations
✓ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME - Local 88	Library Specific/(County) City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 61.5 Total number (FTE) of staff with MLS degree

9. 3.0 Total number (FTE) of security personnel (including contract)

10. 261.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 326 Total number (FTE) of staff (a+b+c)

12. ____ Yes ✓ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

✓ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___	More than 80%
✓	60 - 80%
___	40 - 60%
___	20 - 40%
___	Less than 20%

14. ___ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .6 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

___	remain the same
✓	increase by 100% percent
___	decrease by ___ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	___ No	Professional
b.	✓ Yes	___ No	Paraprofessional
c.	✓ Yes	___ No	Clerical
d.	✓ Yes	___ No	Pages

e. Please indicate who schedules such workers:

___	Personnel department
✓	Direct supervisors
✓	Administrative support staff
___	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

50	Workers (individuals)
22,000	Hours

g. 2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name New York Public Library
2. Population Served 3,070,302 3. Date 5/21/93
4. Name of Person Completing Survey Siobhan Reardon
5. Phone 212-340-0939 Fax 212-689-3193

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library ~~Director~~ President report?

✓ Board (Elected Self ✓ Appointed ____) with Ex-Officio City members
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

✓ Civil Service regulations
Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Local 1930 - New York Public Library Guild (AFSCME)	✓ Library Specific/City Wide
b.	Local 374 -	✓ Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form. (currently being revised and updated)

8. 721 Total number (FTE) of staff with MLS degree
9. 132 Total number (FTE) of security personnel (including contract)
10. 1,133 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 1986 Total number (FTE) of staff (a+b+c)
12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

✓	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ____% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
✓	increase by 7 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	____ No	Professional
b.	✓ Yes	____ No	Paraprofessional
c.	✓ Yes	____ No	Clerical
d.	____ Yes	✓ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
✓	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

approx. 100-200	Workers (individuals)
?	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. **Library Name** Omaha Public Library

2. **Population Served** 404,896 **3. Date** 5/24/93

4. **Name of Person Completing Survey** Lon R. Dickerson

5. **Phone** (402) 444-4834 **Fax** (402) 444-4504

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. **To whom does the Library Director report?**

x	Board (Elected _____ Appointed x)
_____	City or County Manager
_____	City or County Department Head
_____	Other: _____

Please attach a copy of your current organization chart.

7. **Are the majority of your library employees subject to:**
(Please check all that apply)

x	Civil Service regulations
x	Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME, Local 251	Library Specific/(City Wide)
b.	CMPTEC (Management bargaining unit)	Library Specific/(City Wide)
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

* **Please attach a copy of your union contract to your survey form.**

8. 40 **Total number (FTE) of staff with MLS degree**

9. 2.9 **Total number (FTE) of security personnel (including contract)**

10. 84.6 **Total number (FTE) of other staff, excluding plant operations and maintenance workers**

11. 127.5 **Total number (FTE) of staff (a+b+c)**

12. _____ **Yes** x **No** **If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:**

_____	greater proportion of MLS staff
x	smaller proportion of MLS staff

*NOTE: Union contracts are not enclosed because they are very lengthy--these contracts cover all City of Omaha workers, not just library personnel.

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
__X__	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. * __.07__% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
__X__	increase by __?__ percent
____	decrease by ____ percent

*Excludes .1% spent from library foundation/trust funds

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	__X__ No	Professional
b.	____ Yes	__X__ No	Paraprofessional
c.	____ Yes	__X__ No	Clerical
d.	____ Yes	__X__ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

____	Workers (individuals)
____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Phoenix Public Library
2. Population Served 1,025,000 3. Date 5/19/93
4. Name of Person Completing Survey Shera Farnham
5. Phone (602) 262-6392 Fax (602) 261-8836

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

___ Board (Elected ___ Appointed ___)
___ City or County Manager
✓ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

✓ Civil Service regulations
___ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 71 Total number (FTE) of staff with MLS degree
9. 5 Total number (FTE) of security personnel (including contract)
10. 193 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 269 Total number (FTE) of staff (a+b+c)
12. X Yes ___ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
___ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
X	40 - 60%
____	20 - 40%
____	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number: but this is a 20 hr./wk position

Name Shera Farnham Phone (602) 262-6392

15. .2 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase by .1 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

3	Workers (individuals)
90	Hours

g. .015 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Providence Public

2. Population Served 1,004,838 3. Date 5/25/93

4. Name of Person Completing Survey Dani Austin

5. Phone 401-455-8060 Fax 401-455-8065

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

____ Board (Elected ✓ Appointed ____)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

N/A Civil Service regulations
Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.		Library Specific/City Wide
b.	N/A	Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree

9. 2 Total number (FTE) of security personnel (including contract)

10. 72½ Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 109½ Total number (FTE) of staff (a+b+c)

12. ____ Yes ✓ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
✓ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
✓	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ____% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

✓	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	____ No	Professional - SUBSTITUTES ONLY
b.	____ Yes	✓ No	Paraprofessional
c.	✓ Yes	____ No	Clerical - TEMPS ONLY
d.	____ Yes	✓ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
✓	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

3-4	Workers (individuals)
____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

NOT INCLUDED IN PERSONNEL, BUT IS AGGREGATED WITH OUTSIDE SERVICES.

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Queens Borough Public Library
2. Population Served Queens, New York 3. Date May 25, 1993
4. Name of Person Completing Survey John Boulet
5. Phone (718)990-0828 Fax (718)291-8936

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

✓ Civil Service regulations
Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	District Council 37	(Library Specific)/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 305 Total number (FTE) of staff with MLS degree
9. 24 Total number (FTE) of security personnel (including contract)
10. 433 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 762 Total number (FTE) of staff (a+b+c)
12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
___ smaller proportion of MLS staff

Urban Libraries Council
Frequent Fast Facts Survey

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___ More than 80%
___ 60 - 80%
✓ 40 - 60%
___ 20 - 40%
___ Less than 20%

14. ✓ Yes ___ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name THOMASINA KENNEDY Phone (718)990-0740

15. 27 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

✓ remain the same
___ increase by 15-20 percent
___ decrease by ___ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ___ Yes ✓ No Professional
b. ___ Yes ✓ No Paraprofessional
c. ___ Yes ✓ No Clerical
d. ___ Yes ✓ No Pages

e. Please indicate who schedules such workers:

___ Personnel department
___ Direct supervisors
___ Administrative support staff
___ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

___ Workers (individuals)
___ Hours

g. ___% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Richland County Public Library

2. Population Served 280,000 3. Date 5.18.93

4. Name of Person Completing Survey C. David Warren

5. Phone (803) 929-3420 Fax _____

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

___ Civil Service regulations
___ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 55 Total number (FTE) of staff with MLS degree

9. 4 Total number (FTE) of security personnel (including contract)

10. 192 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. ____ Total number (FTE) of staff (a+b+c)

12. ____ Yes ✓ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

✓ greater proportion of MLS staff
___ smaller proportion of MLS staff

Page 2

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
✓	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

✓	remain the same
____	increase by _____ percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	____ No	Professional
b.	✓ Yes	____ No	Paraprofessional
c.	____ Yes	✓ No	Clerical
d.	____ Yes	✓ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
____	Direct supervisors
✓	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

30	Workers (individuals)
8,260	Hours

g. 1.72% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name RIVERSIDE CITY & COUNTY PUBLIC LIBRARY
2. Population Served 1029025 3. Date JAN 1992
4. Name of Person Completing Survey JUDITH M. HUTH
5. Phone (909) 782-5211 Fax (909) 788-1528

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

- X Board (Elected ____ Appointed ✓)
- X City or County Manager
- ____ City or County Department Head
- ____ Other: ____

✓ Please attach a copy of your current organization chart. ANNUAL REPORT 91-92

7. Are the majority of your library employees subject to: (Please check all that apply)

- ____ Civil Service regulations
- X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	PUBLIC EMPLOYEES ASSOCIATION	Library Specific/(City Wide)
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

NOLL Please attach a copy of your union contract to your survey form.

STATE REPORT 8. 49.1 Total number (FTE) of staff with MLS degree

9. 1.33 Total number (FTE) of security personnel (including contract) MVH/CLO

10. 172.8 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 223.23 Total number (FTE) of staff (a+b+c)

12. ____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

- X greater proportion of MLS staff + MORE VOLUNTEERS
- ____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
____	40 - 60%
X	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

ADD TRAINING TRAVEL 401, 402 403 404

15. 0.18% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
____	increase by ____ percent
X	decrease by 61 percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages

e. Please indicate who schedules such workers:

X	Personnel department
	Direct supervisors
	Administrative support staff
	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

20	Workers (individuals)
130	Hours

g. 0.13% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Rockford Public Library

2. Population Served 139,426 3. Date 5/18/93

4. Name of Person Completing Survey Estelle M. Black, Assistant Director

5. Phone (815) 965-6731 Fax (815) 965-0866

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected _____ Appointed X)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 15 Total number (FTE) of staff with MLS degree

9. _____ Total number (FTE) of security personnel (including contract)

10. 62 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 73 Total number (FTE) of staff (a+b+c)

12. X Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
	60 - 80%
	40 - 60%
	20 - 40%
	Less than 20%

14. ____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1.4% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

	remain the same
X	increase by 1.5 percent
	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages

e. Please indicate who schedules such workers:

	Personnel department
X	Direct supervisors
	Administrative support staff
	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

20	Workers (individuals)
	Hours The hours vary.

g. 4 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name ST. JOSEPH COUNTY PUBLIC LIBRARY

2. Population Served 167,477 3. Date MAY 24, 1993

4. Name of Person Completing Survey MARIA PORTER

5. Phone (219) 282-4603 Fax (219) 282-4651

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patternn. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart. ✓

7. Are the majority of your library employees subject to:
(Please check all that apply) None of These

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form. Have None

8. 28 Total number (FTE) of staff with MLS degree

9. 2.5 Total number (FTE) of security personnel (including contract)

10. 85.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 116 Total number (FTE) of staff (a+b+c)

12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

Urban Libraries Council
Frequent Fast Facts Survey

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
✓	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

We spend approximately 20-30,00 annually on Staff Dev't. but it comes out of a different budget line (Services, not personnel)

✓	remain the same
____	increase by 3 percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	____ No	Professional
b.	✓ Yes	____ No	Paraprofessional
c.	✓ Yes	____ No	Clerical
d.	____ Yes	✓ No	Pages

e. Please indicate who schedules such workers:

✓	Personnel department
✓	Direct supervisors
✓	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

21	Workers (individuals)
9120	Hours

g. ____ % (NOT AVAILABLE) What proportion of your personnel budget was used for employing such workers last year?
Figure not available

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name: Saint Paul Public Library

2. Population Served: 272,235 3. Date: 5-26-93

4. Name of Person Completing Survey: Kate Sheetz

5. Phone: 612-292-6390 Fax: 612-292-6660

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

_____ Board (Elected _____ Appointed _____)
_____ City or County Manager
_____ City or County Department Head
_X_ Other: Mayor of the City

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_X_ Civil Service regulations
_X_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	St. Paul Supervisors Organization	Library Specific/City Wide
b.	Professional Employees Assoc.	Library Specific/City Wide
c.	Technical - Union 1842	Library Specific/City Wide
d.	Clerical Local 2508	Library Specific/City Wide

Operating Engineers Local 70 -NA St. Paul Manual & Maintenance Supv.-City-wide

Please attach a copy of your union contract to your survey form.

8. _36_ Total number (FTE) of staff with MLS degree

9. _--_ Total number (FTE) of security personnel (including contract)

10. _101.7_ Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. _75.7_ Total number (FTE) of staff (a+b+c)

12. _X_ Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

BEST COPY AVAILABLE

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
	60 - 80%
	40 - 60%
	20 - 40%
	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ____% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

	remain the same
	increase by _____ percent
	decrease by _____ percent

Library has separate trust fund used primarily for staff training and development amounting to approximately $80,000 each year (interest/dividends)

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	____ Yes	____ No	Clerical
d.	____ Yes	____ No	Pages

e. Please indicate who schedules such workers:

	Personnel department
	Direct supervisors
	Administrative support staff
X	Other: Payroll clerk at request of agency supervisors

f. Approximately how many such workers and how many such hours did your library use last year?

20	Workers (individuals)
14,820	Hours

g. 4.5 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Post-it™ brand fax transmittal memo 7671 | # of pages ▸ 2

To	K Wingerson
Co. ULC	SFPL/City/Lib
Dept.	Phone 415/557-4236
Fax # 708/966-9989	Fax # 4252

Urban Libraries Council
ıquent Fast Facts Survey

ıe by 28 May 1993.

STAFFING

1. Library Name San Francisco Public Library
2. Population Served City & County of SF 3. Date 6/1/93
4. Name of Person Completing Survey Kate Wingerson
5. Phone 415/557-4236 Fax 415/557-4252

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

___ Board (Elected ____ Appointed ____)
___ City or County Manager
___ City or County Department Head
✓ Other: appointed commissioner

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

✓ Civil Service regulations
✓ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	SEIU, Local 790	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 88 Total number (FTE) of staff with MLS degree
9. 7 Total number (FTE) of security personnel (including contract)
10. 144 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 239 Total number (FTE) of staff (a+b+c)
12. ✓ Yes ___ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
___ smaller proportion of MLS staff

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Urban Libraries Council
Frequent Fast Facts Survey

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___ More than 80%
_✓_ 60 - 80%
___ 40 - 60%
___ 20 - 40%
___ Less than 20%

14. _✓_ Yes ___ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name John Maguire Phone 557-4585

15. _1_ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

___ remain the same
___ increase by ___ percent
_✓_ decrease by _50_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. _✓_ Yes ___ No Professional
b. ___ Yes ___ No Paraprofessional
c. ___ Yes ___ No Clerical
d. ___ Yes ___ No Pages

e. Please indicate who schedules such workers:

___ Personnel department
___ Direct supervisors
_✓_ Administrative support staff
___ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

15 Workers (individuals)
1335 Hours

g. _2_ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name San Jose Public Library

2. Population Served 813400 3. Date 5-27-93

4. Name of Person Completing Survey Diana Zappel

5. Phone (408) 277-4527 Fax (408) 277-3107

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

____ Board (Elected ____ Appointed ____)
____ City or County Manager
____ City or County Department Head
✓ Other: Assistant City Manager

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

✓ Civil Service regulations
✓ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	MEF, Local 101, AFSCME	Library Specific/(City Wide)
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 115.4 Total number (FTE) of staff with MLS degree

9. 2.0 Total number (FTE) of security personnel (including contract)

10. 187.3 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 304.6 Total number (FTE) of staff (a+b+c)

12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- ✓ More than 80%
- ____ 60 - 80%
- ____ 40 - 60%
- ____ 20 - 40%
- ____ Less than 20%

14. ____ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. C % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- ____ remain the same
- ____ increase by _____ percent
- ____ decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	✓ Yes	____ No	Professional
b.	____ Yes	✓ No	Paraprofessional
c.	✓ Yes	____ No	Clerical
d.	✓ Yes	____ No	Pages

e. Please indicate who schedules such workers:

- ✓ Personnel department
- ____ Direct supervisors
- ____ Administrative support staff
- ____ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

- 27 Workers (individuals)
- 5000 Hours

g. ____ % What proportion of your personnel budget was used for employing such workers last year?

less than 1%

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Schaumburg Township District Library

2. Population Served 135,000 3. Date 5/12/93

4. Name of Person Completing Survey Michael Madden

5. Phone 708-885-3373 Fax 708-885-8271

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected X Appointed ____)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

NA

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 17.8 Total number (FTE) of staff with MLS degree

9. 0.9 Total number (FTE) of security personnel (including contract)

10. 93.1 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 111.8 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- [X] More than 80%
- [ ] 60 - 80%
- [ ] 40 - 60%
- [ ] 20 - 40%
- [ ] Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number: This is something we are considering though

Name _____ Phone _____

15. 1.8 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- [X] remain the same
- [ ] increase by 22 percent
- [ ] decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X	No	Professional
b.	____ Yes	X	No	Paraprofessional
c.	X Yes	____	No	Clerical — Yes, but most temporaries will be eliminated next year.
d.	____ Yes	X	No	Pages

e. Please indicate who schedules such workers:

- [X] Personnel department
- [ ] Direct supervisors
- [ ] Administrative support staff
- [ ] Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals) 12,000
Hours

g. 2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

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Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name: Seattle Public Library

2. Population Served: 516,259 3. Date: 5/28/93

4. Name of Person Completing Survey: Robert May

5. Phone: 206-386-4110 Fax: 206-386-4108

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

XX Board (Elected _____ Appointed XX)
_____ City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
XX Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSME - Local 2083 & 2083C	(Library Specific)/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 115.28 Total number (FTE) of staff with MLS degree

9. 2.0 Total number (FTE) of security personnel (including contract)

10. 234.10 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 351.38 Total number (FTE) of staff (a+b+c)

12. XX Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
____	60 - 80%
XX	40 - 60%
____	20 - 40%
____	Less than 20%

14. XX Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Mary Douglass Phone 206-386-4126

15. 0.40 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

XX	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	XX Yes	____ No	Professional
b.	XX Yes	____ No	Paraprofessional
c.	XX Yes	____ No	Clerical
d.	XX Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
XX	Direct supervisors
____	Administrative support staff
____	Other: ____

f. Approximately how many such workers and how many such hours did your library use last year?

N/A	Workers (individuals)
N/A	Hours

g. N/A % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Spokane Public Library

2. Population Served 180,000 3. Date 5/27/93

4. Name of Person Completing Survey Daniel L. Walters, Library Director

5. Phone (509) 625-6770 Fax (509) 625-6794

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	AFSCME AFL-CIO	Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 28 Total number (FTE) of staff with MLS degree

9. 0 Total number (FTE) of security personnel (including contract)

10. 71 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 99 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 0.65 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by _____ percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

55	Workers (individuals)
34,400	Hours

g. 4.9 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name: Sunnyvale Public Library
2. Population Served: 119,600 3. Date: May 21, 1993
4. Name of Person Completing Survey: Beverley J. Simmons
5. Phone: (408) 730-7314 Fax: (408) 735-8767

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

____	Board (Elected ____ Appointed ____)
X	City or County Manager
____	City or County Department Head
____	Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

X	Civil Service regulations
X	Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	S.E.I.U.	Library Specific/City Wide part time staf
b.	Sunnyvale Employees Association-unaffiliated	Library Specific/City Wide full time staf
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 27.5 Total number (FTE) of staff with MLS degree

9. 1.5 Total number (FTE) of security personnel (including contract)

10. 77 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 78.54 Total number (FTE) of staff (a+b+c)

12. ____ Yes x No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X	greater proportion of MLS staff
____	smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
_____	60 - 80%
_____	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. _____ Yes __X__ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. 1.2% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
x	increase by 5 percent
_____	decrease by _____ percent

16 For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	x Yes	_____ No	Professional
b.	x Yes	_____ No	Paraprofessional
c.	x Yes	_____ No	Clerical
d.	x Yes	_____ No	Pages

e. Please indicate who schedules such workers:

_____	Personnel department
x	Direct supervisors
_____	Administrative support staff
_____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

_____	Workers (individuals)
9,778	Hours

g. 6 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Tacoma Public Library
2. Population Served 170,000 3. Date 5/18/93
4. Name of Person Completing Survey Michael Taft
5. Phone 206-591-5602 Fax 206-591-5470

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

✓ Board (Elected ____ Appointed ✓)
___ City or County Manager
___ City or County Department Head
___ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

___ Civil Service regulations
✓ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

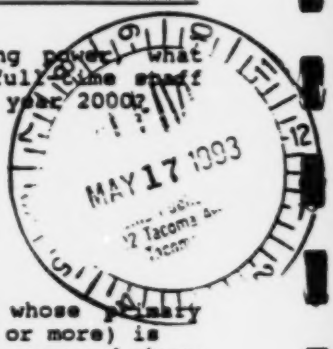
	Union Name	Status
a.	AFSCME	(Library Specific)/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 11 Total number (FTE) of staff with MLS degree
9. 3 Total number (FTE) of security personnel (including contract)
10. 92 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 106 Total number (FTE) of staff (a+b+c)
12. ✓ Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

___ greater proportion of MLS staff
___ smaller proportion of MLS staff

STAFFING



13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- ✓ More than 80%
- ____ 60 - 80%
- ____ 40 - 60%
- ____ 20 - 40%
- ____ Less than 20%

14. ✓ Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .002% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- ✓ remain the same
- ____ increase by ____ percent
- ____ decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	✓ No	Professional
b.	____ Yes	✓ No	Paraprofessional
c.	____ Yes	✓ No	Clerical
d.	____ Yes	✓ No	Pages

e. Please indicate who schedules such workers:

- ____ Personnel department
- ____ Direct supervisors
- ____ Administrative support staff
- ____ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

- ____ Workers (individuals)
- ____ Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name TOLEDO-LUCAS COUNTY PUBLIC LIBRARY

2. Population Served 462,630 3. Date 5/25/93

4. Name of Person Completing Survey Consuelo Hernandez, Personnel Manager

5. Phone (419) 259-5257 Fax (419) 255-1332

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Communications Workers of America (CWA)	Library Specific/~~City Wide~~
X		Library Specific/~~City Wide~~ Support Staf
X		Library Specific/City Wide
d.	Assoc. of Public Library Employees (APLE)	Library Specific/~~City Wide~~ Prof. Staff

Please attach a copy of your union contract to your survey form.

8. 102 Total number (FTE) of staff with MLS degree

9. 2 Total number (FTE) of security personnel (including contract) substitute classificatic

10. 200 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 304 Total number (FTE) of staff (a+b+c)

12. ____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
X smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .005 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: (separate line item, not part of Personnel Budget, % based on TOTAL Budget)

____	remain the same
X	increase by .005 percent Total 1% of Budget
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:
**** see attached for procedure

____	Personnel department
____	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year? (includes security officers and substitutes)

58	Workers (individuals) (on call)
15,721	Hours

g. 1.3 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

16. e. Scheduling - Substitute Workers

Procedure:

The Agency Manager requests date(s) and time(s) needed through the appropriate Administrative Officer.

The Administrative Officer approves or disapproves the request.

If the request is approved, the Administrative Officer notifies the Personnel Office.

The Personnel Office contacts a substitute worker, schedules the hours and then notifies the Agency Manager.

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Topeka and Shawnee County Public Library

2. Population Served 157,513 3. Date May 20, 1993

4. Name of Person Completing Survey Tom Muth

5. Phone (913) 233-2040 Fax (913) 233-2055

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

NA Civil service regulations
NA Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	____	Library Specific/City Wide
b.	____	Library Specific/City Wide
c.	____	Library Specific/City Wide
d.	____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 20 Total number (FTE) of staff with MLS degree

9. 1.5 Total number (FTE) of security personnel (including contract)

10. 95 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 116.5 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name George Paris (leaves July 1, 1993) Phone (913) 233-2040
Louise Hanson (begins July 1, 1993)

15. .005% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

____	remain the same
X	increase by .005 percent
____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

13	Workers (individuals)
2576.75	Hours

g. .009% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name TUCSON-PIMA LIBRARY (TUCSON, ARIZONA)

2. Population Served 695,685 3. Date MAY 25, 1993

4. Name of Person Completing Survey N. KAYNER

5. Phone 602-791-2542 Fax 602-791-3213

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

____ Board (Elected ____ Appointed ____)
X City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

X Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.		Library Specific/City Wide
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 78.0 Total number (FTE) of staff with MLS degree

9. 4.0 Total number (FTE) of security personnel (including contract)

10. 160.25 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 243.25 Total number (FTE) of staff (a+b+c)

12. ____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
X smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

____	More than 80%
X	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. .01% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	____ Yes	X No	Professional
b.	____ Yes	X No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	X Yes	____ No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

110	Workers (individuals)
62,400	Hours

g. .07% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Tulsa City-County Library

2. Population Served 503,340 3. Date 5-24-93

4. Name of Person Completing Survey Geraldine C. Hendon

5. Phone 918-596-7887 Fax 918-596-2641

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed V)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply) N/A

____ Civil Service regulations
____ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 54.0 Total number (FTE) of staff with MLS degree

9. 5.0 Total number (FTE) of security personnel (including contract)

10. 148.0 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 207.0 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

___ More than 80%
_✓_ 60 - 80%
___ 40 - 60%
___ 20 - 40%
___ Less than 20%

14. ___ Yes _✓_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

we use a committee of staff people to plan in-service meetings, then recruit presenters, etc.

Name _____ Phone _____

15. .05% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

very little!

_✓_ remain the same
___ increase by ____ percent
___ decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ___ Yes ___ No Professional
b. _X_ Yes ___ No Paraprofessional
c. _X_ Yes ___ No Clerical
d. ___ Yes ___ No Pages

e. Please indicate who schedules such workers:

___ Personnel department
___ Direct supervisors
_X_ Administrative support staff
___ Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

10 Workers (individuals)
___ Hours

g. .03% ? What proportion of your personnel budget was used for employing such workers last year?

very little!

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Worcester Public Library

2. Population Served 169,759 3. Date 18 May 1993

4. Name of Person Completing Survey Penelope B. Johnson

5. Phone 508-799-1690 Fax 508-799-1652

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

x Board (Elected _____ Appointed x)
x City or County Manager
_____ City or County Department Head
_____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

_____ Civil Service regulations
x Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Local 495, SEIU	Library Specific/(City Wide)
b.		Library Specific/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 35 / 0 unfortunately Total number (FTE) of staff with MLS degree

9. _____ Total number (FTE) of security personnel (including contract)

10. 41 / 76 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. _____ Total number (FTE) of staff (a+b+c)

12. x Yes _____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

_____ greater proportion of MLS staff
_____ smaller proportion of MLS staff

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
_x_	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. _____ Yes _x_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. Negligible% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
_x_	increase by _?_ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	_____ Yes	_x_ No	Professional
b.	_____ Yes	_x_ No	Paraprofessional
c.	_____ Yes	_x_ No	Clerical
d.	_____ Yes	_x_ No	Pages

e. Please indicate who schedules such workers:

_____	Personnel department
_____	Direct supervisors
_____	Administrative support staff
_____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

_____	Workers (individuals)
_____	Hours

g. ____% What proportion of your personnel budget was used for employing such workers last year?

I hope libraries that respond affirmatively to question 16 will share information on how this works.

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Yonkers Public Library

2. Population Served 188,082 3. Date 05/28/93

4. Name of Person Completing Survey Jacqueline Winslow Miller

5. Phone (914) 963-0788 Fax (914) 963-2301

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: _____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply)

X Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Local 704 Service Employees	Library Specific/City Wide
b.	International Union (SEIU)	Library Specific/City Wide
c.	(AFL-CIO)	Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 30.6 Total number (FTE) of staff with MLS degree

9. 1* Total number (FTE) of security personnel (including contract)

10. 82.4 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 114.0 Total number (FTE) of staff (a+b+c)

12. X Yes ____ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
____ smaller proportion of MLS staff

*outside contractor

Urban Libraries Council
Frequent Fast Facts Survey

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
____	60 - 80%
____	40 - 60%
____	20 - 40%
____	Less than 20%

14. ____ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name _____ Phone _____

15. ____% Please enter the approximate proportion of your personnal budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X	remain the same
____	increase by ____ percent
____	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	X Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	X No	Pages

e. Please indicate who schedules such workers:

____	Personnel department
X	Direct supervisors
____	Administrative support staff
____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

6	Workers (individuals)
631	Hours

g. 0.5 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

Urban Libraries Council
Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

STAFFING

1. Library Name Public Library of Youngstown and Mahoning County

2. Population Served 277,018 3. Date May 27, 1993

4. Name of Person Completing Survey Theresa A. Trucksis

5. Phone (216) 744-8636 Fax (216) 744-2258

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected ____ Appointed X)
____ City or County Manager
____ City or County Department Head
____ Other: ____

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:
(Please check all that apply)

____ Civil Service regulations
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	SEIU DIST 925 (AFL-CIO)	X (Library Specific)/City Wide
b.	SEIU LOCAL 627 (AFL-CIO)	X (Library Specific)/City Wide
c.		Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 52 Total number (FTE) of staff with MLS degree

9. -- Total number (FTE) of security personnel (including contract)

10. 132 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 140½ Total number (FTE) of staff (a+b+c)

12. ____ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

____ greater proportion of MLS staff
X smaller proportion of MLS staff

Page 2

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

X	More than 80%
	60 - 80%
	40 - 60%
	20 - 40%
	Less than 20%

14. X Yes ____ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name 2 clerical trainers Ruth K. Bradshaw, Personnel Phone (216) 744-8636

15. 8 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

	remain the same
X	increase by 2 percent
	decrease by ____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	X Yes	____ No	Professional
b.	____ Yes	____ No	Paraprofessional
c.	X Yes	____ No	Clerical
d.	____ Yes	____ No	Pages

e. Please indicate who schedules such workers:

	Personnel department
	Direct supervisors
	Administrative support staff
	Other: Administrator

f. Approximately how many such workers and how many such hours did your library use last year?

17	Workers (individuals)
16981½	Hours

g. 3 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

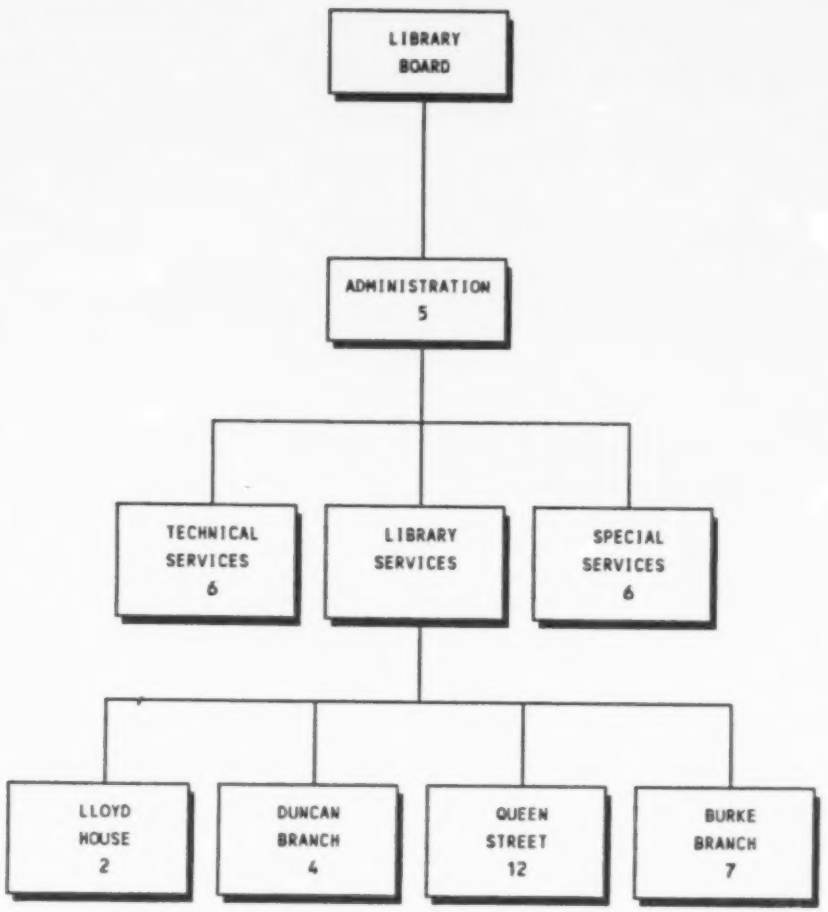
BEST COPY AVAILABLE

Appendix A.

Organization Charts

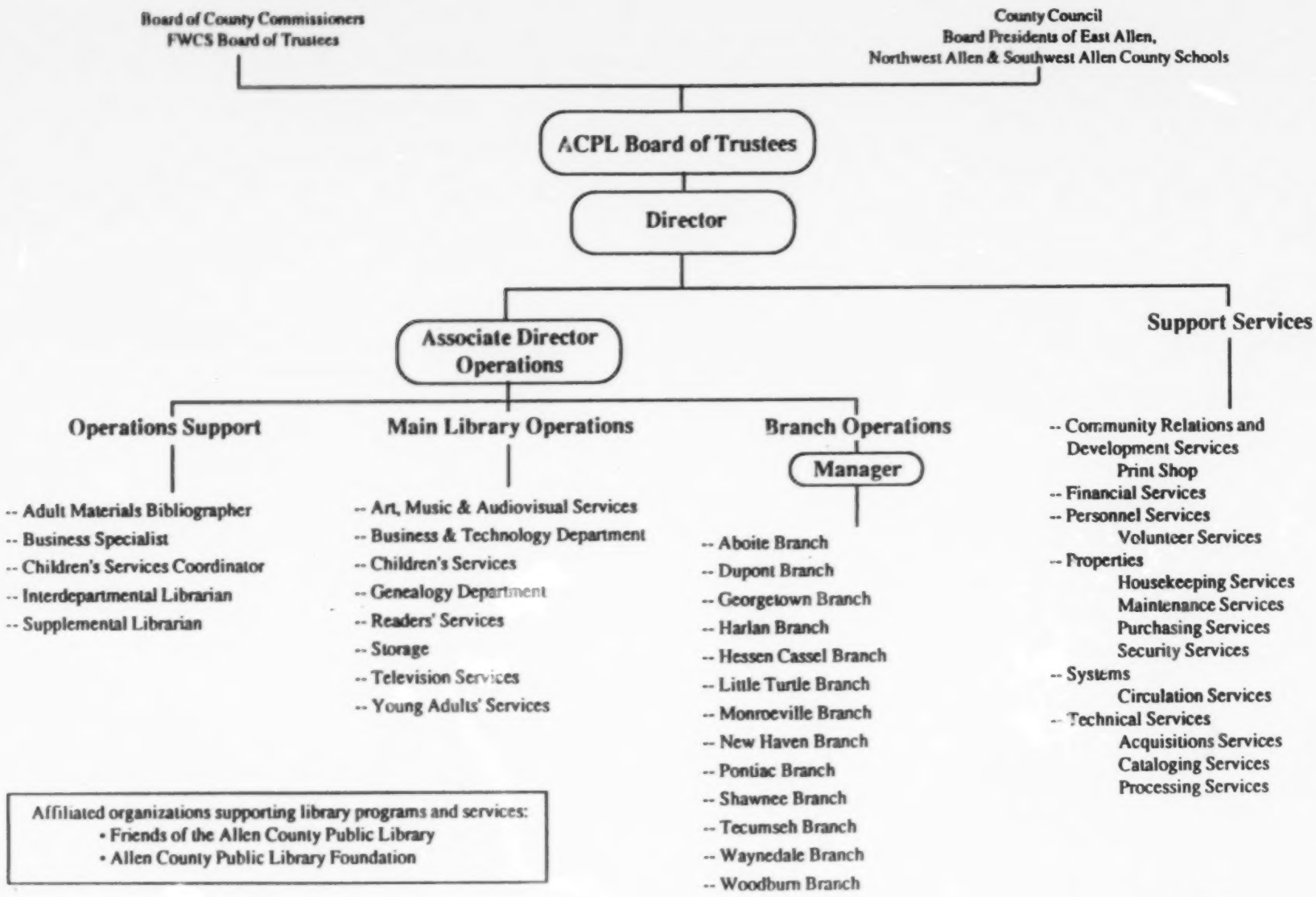
BEST COPY AVAILABLE

LIBRARY



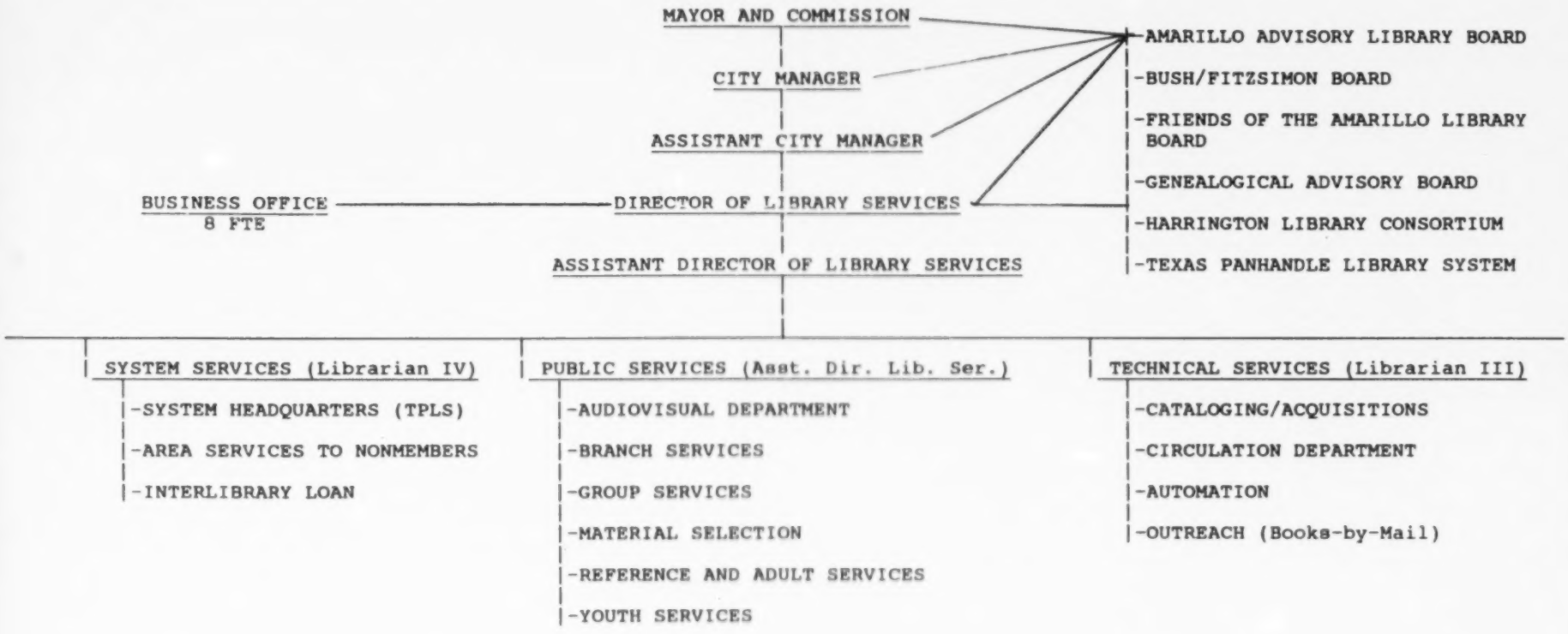
Full-Time Employees Only

ACPL ORGANIZATIONAL CHART



Affiliated organizations supporting library programs and services:
- Friends of the Allen County Public Library
- Allen County Public Library Foundation

AMARILLO PUBLIC LIBRARY ORGANIZATIONAL CHART



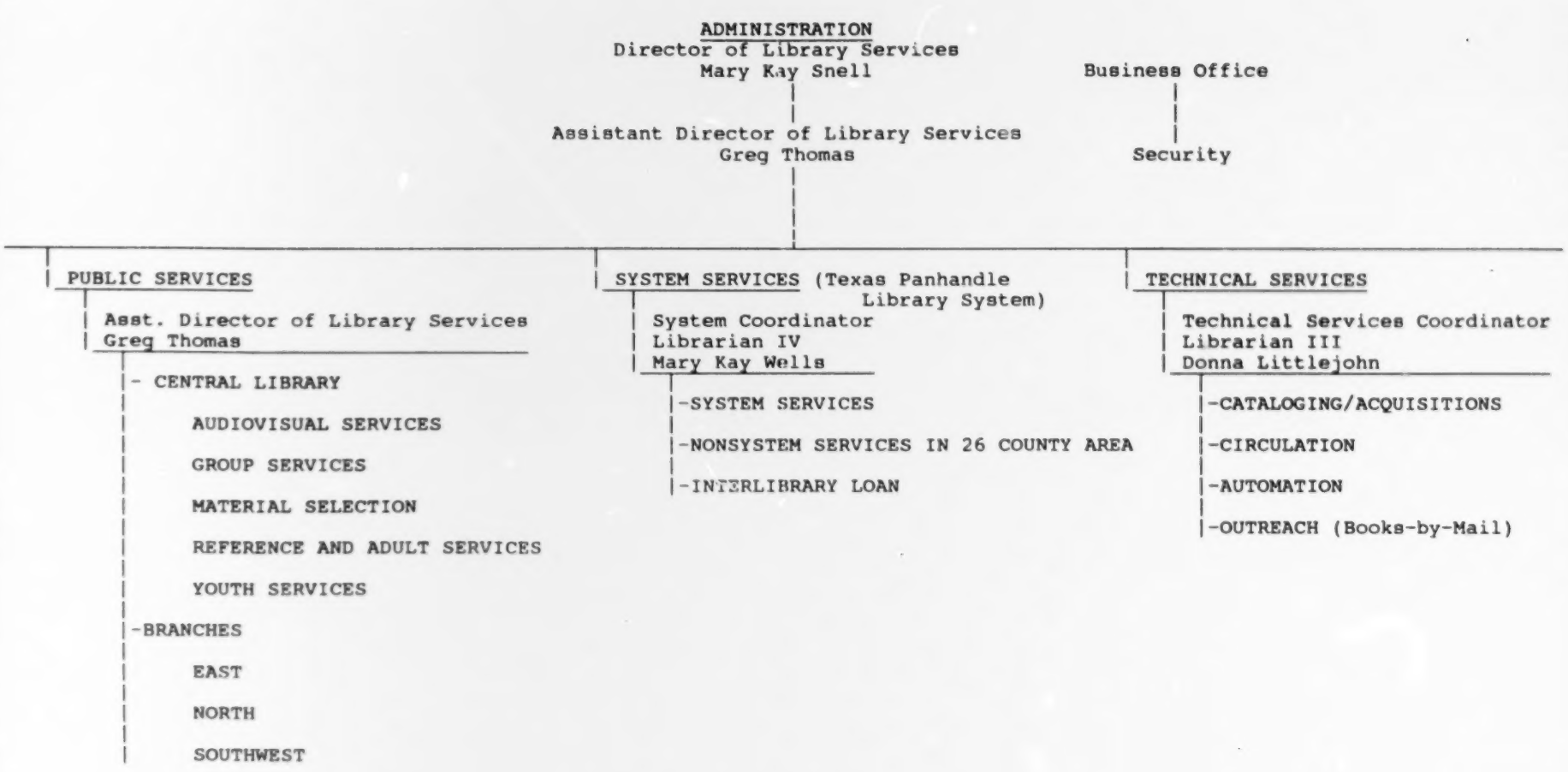
7.5 FTE

34 FTE
(Director and Asst. Director included in Business Office FTE)

17.5 FTE

3/93

AMARILLO PUBLIC LIBRARY ORGANIZATIONAL CHART



Total staff including State/Federal funded - 67 FTE (Authorized)

3/93

LIBRARY BUSINESS OFFICE

Mary Kay Snell
Director of Library Services

- Greg Thomas
  Assistant Director of Library Services
- Donna Littlejohn
  Technical Services Coordinator
- Ann Weli
  Administrative Technician
  - Lanita Bolin
    Clerk Typist I
  - Mitchell McAtee
    Watchman
  - Gene Childers
    Messenger
  - Jeanna Scudder
    Clerk I Hourly
- Teresa Sharp
  Buyer
- Kathy Griffith
  Secretary II

8 FTE

3/93

PUBLIC SERVICES - Page 1

Greg Thomas
ASSISTANT DIRECTOR OF LIBRARY SERVICES

EAST BRANCH

Linda Bagwell
Librarian II

- Shirley Whitecotton
  Adult Services
  Library Assistant
- Kelly Garner
  Youth Services
  Library Assistant
- Casey Harris
  Clerk I Hourly (Shelver)

NORTH BRANCH

Ann Ousley
Librarian II

- Zetta Austin
  Adult Services
  Library Assistant
- Daunne Austin
  Youth Services
  Library Assistant
- Elizabeth Wall
  Clerk I Hourly (Shelver)

SOUTHWEST BRANCH

Shirley Ammons
Librarian II

- Patricia Allen
  Librarian I (Youth)
  - Kevin Hill
    Adult Services
    Library Assistant
  - Carol Glenn
    Youth Services
    Library Assistant
  - Sam Jones
    Adult & Youth Services
    Library Assistant
  - Bridget Hefner
    Clerk II
  - Brad Reynolds
    Clerk Typist I
  - Mark Tate
    Clerk II Hourly (Circ.)
  - Collin Witherspoon
    Clerk II Hourly (Circ.)
  - William Burch
    Clerk I Hourly (Shelver)
  - Tina Dykes
    Clerk I Hourly (Shelver)

16 FTE
3/93

PUBLIC SERVICES - Page 2

Greg Thomas
ASSISTANT DIRECTOR OF LIBRARY SERVICES

MATERIAL SELECTION
- Patricia Doyle, Librarian I

AUDIOVISUAL
- Vacant, Librarian I
  - Anita Gleaves, Clerk II
  - Darlene Arriaga, Clerk Typist I
  - Vacant, Clerk Typist I
  - Jeremy Brown, Clerk I Hourly
  - Lindy Craven, Clerk I Hourly
  - Wendy Ortiz, Clerk I Hourly
  - Carla Burr, Clerk Typist I Hourly

GROUP SERVICES
- Luke Morrison, Librarian I

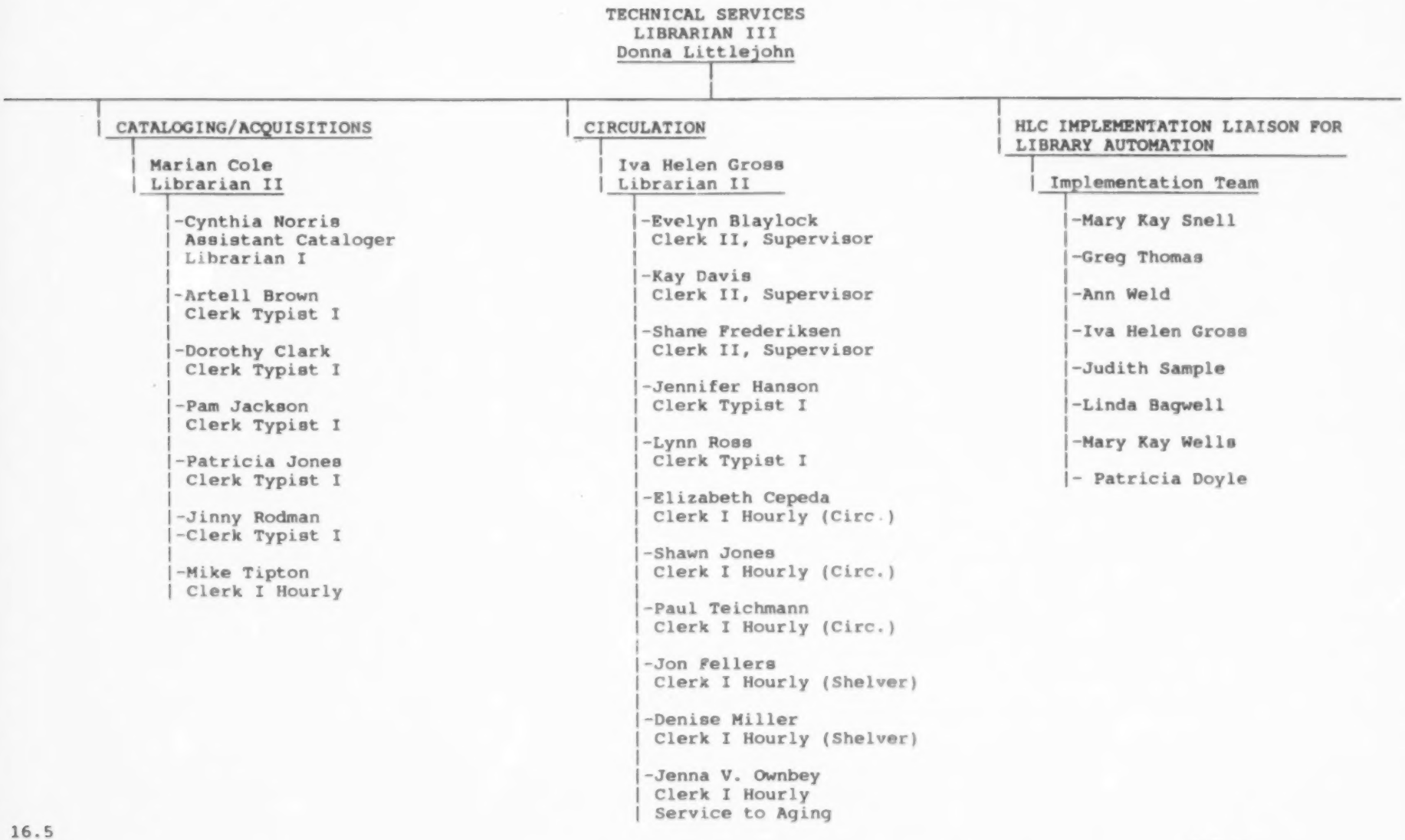
REFERENCE & ADULT SERVICES
- Judith Sample, Librarian II
  - Rob Groman, Assistant Reference Librarian, Librarian I
    - Katie Anthony, Library Assistant
    - John Birchfield, Library Assistant
    - Art Bort, Library Assistant
    - Maggie Fones, Library Assistant
    - Kay Lynn Johnson, Library Assistant Hourly
    - Lynette Chavez, Clerk I Hourly

YOUTH SERVICES
- Patrick Mullin, Librarian II
  - Christina Cruz, Clerk II
  - Carol Wallace, Clerk II
  - Amanda Conner, Clerk I Hourly (Shelver)

18 FTE
3/93

182

181


TECHNICAL SERVICES
LIBRARIAN III
Donna Littlejohn
CATALOGING/ACQUISITIONS
Marian Cole
Librarian II
-Cynthia Norris
Assistant Cataloger
Librarian I
-Artell Brown
Clerk Typist I
-Dorothy Clark
Clerk Typist I
-Pam Jackson
Clerk Typist I
-Patricia Jones
Clerk Typist I
-Jinny Rodman
-Clerk Typist I
-Mike Tipton
Clerk I Hourly
CIRCULATION
Iva Helen Gross
Librarian II
-Evelyn Blaylock
Clerk II, Supervisor
-Kay Davis
Clerk II, Supervisor
-Shane Frederiksen
Clerk II, Supervisor
-Jennifer Hanson
Clerk Typist I
-Lynn Ross
Clerk Typist I
-Elizabeth Cepeda
Clerk I Hourly (Circ.)
-Shawn Jones
Clerk I Hourly (Circ.)
-Paul Teichmann
Clerk I Hourly (Circ.)
-Jon Fellers
Clerk I Hourly (Shelver)
-Denise Miller
Clerk I Hourly (Shelver)
-Jenna V. Ownbey
Clerk I Hourly
Service to Aging
HLC IMPLEMENTATION LIAISON FOR
LIBRARY AUTOMATION
Implementation Team
-Mary Kay Snell
-Greg Thomas
-Ann Weld
-Iva Helen Gross
-Judith Sample
-Linda Bagwell
-Mary Kay Wells
- Patricia Doyle

16.5
3/93

TEXAS PANHANDLE LIBRARY SYSTEM

Mary Kay Wells
System Coordinator
Librarian III

SYSTEM HEADQUARTERS (TPLS) AND SERVICES TO NONMEMBERS

Anne Stobbe
Assistant System Coordinator
Librarian II

- Allura Logan
  Clerk Typist II
- April Ryan
  Account Clerk I
- Carla Burr
  Clerk Typist I Hourly
  TPLS Film Clerk in AV Dept.

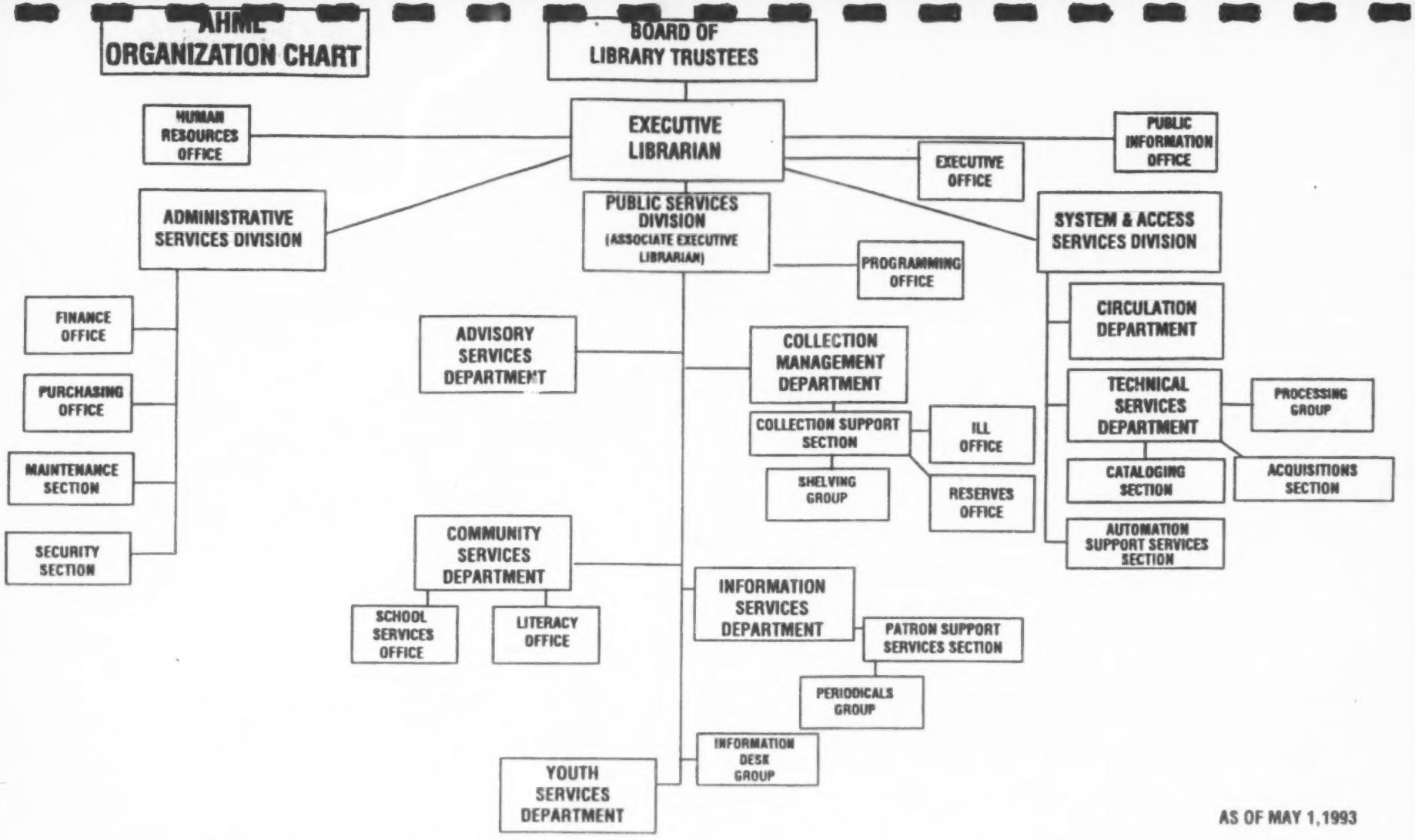
INTERLIBRARY LOAN

Terri Jolly
Interlibrary Loan Librarian
Librarian I

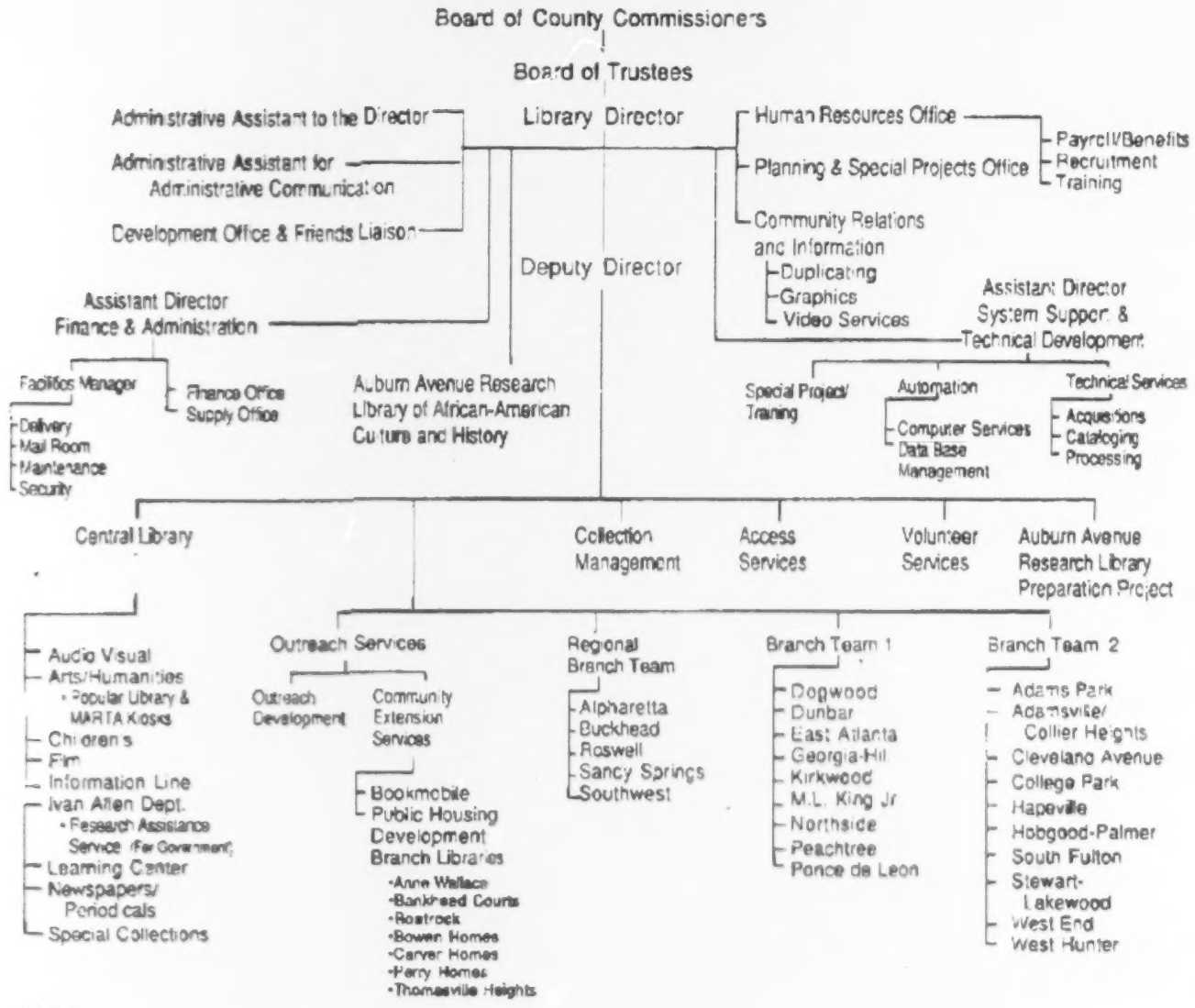
- Michael Raillard
  Library Assistant
- Kimberly Clark
  Clerk Typist I

7.5 FTE - State/Federal funded

3/93


AHML
ORGANIZATION CHART
BOARD OF
LIBRARY TRUSTEES
HUMAN
RESOURCES
OFFICE
EXECUTIVE
LIBRARIAN
PUBLIC
INFORMATION
OFFICE
EXECUTIVE
OFFICE
ADMINISTRATIVE
SERVICES DIVISION
PUBLIC SERVICES
DIVISION
(ASSOCIATE EXECUTIVE
LIBRARIAN)
SYSTEM & ACCESS
SERVICES DIVISION
PROGRAMMING
OFFICE
FINANCE
OFFICE
PURCHASING
OFFICE
MAINTENANCE
SECTION
SECURITY
SECTION
ADVISORY
SERVICES
DEPARTMENT
COLLECTION
MANAGEMENT
DEPARTMENT
CIRCULATION
DEPARTMENT
TECHNICAL
SERVICES
DEPARTMENT
PROCESSING
GROUP
COLLECTION SUPPORT
SECTION
ILL
OFFICE
SHELVING
GROUP
RESERVES
OFFICE
CATALOGING
SECTION
ACQUISITIONS
SECTION
AUTOMATION
SUPPORT SERVICES
SECTION
COMMUNITY
SERVICES
DEPARTMENT
INFORMATION
SERVICES
DEPARTMENT
SCHOOL
SERVICES
OFFICE
LITERACY
OFFICE
PATRON SUPPORT
SERVICES SECTION
PERIODICALS
GROUP
INFORMATION
DESK
GROUP
YOUTH
SERVICES
DEPARTMENT
AS OF MAY 1,1993

Atlanta-Fulton Public Library
Organization Chart



4-8-93

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P.04
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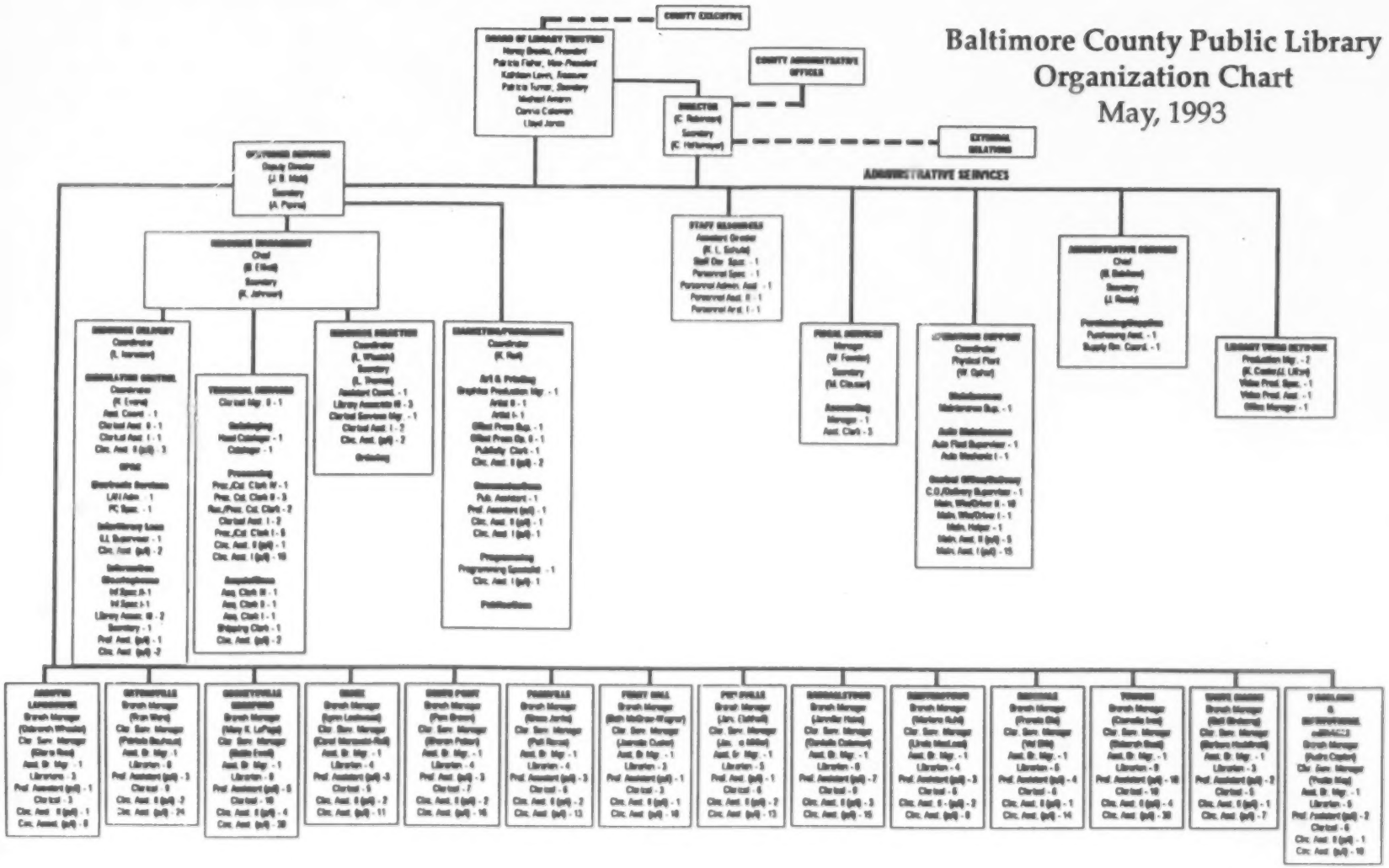
Baltimore County Public Library
Organization Chart
May, 1993



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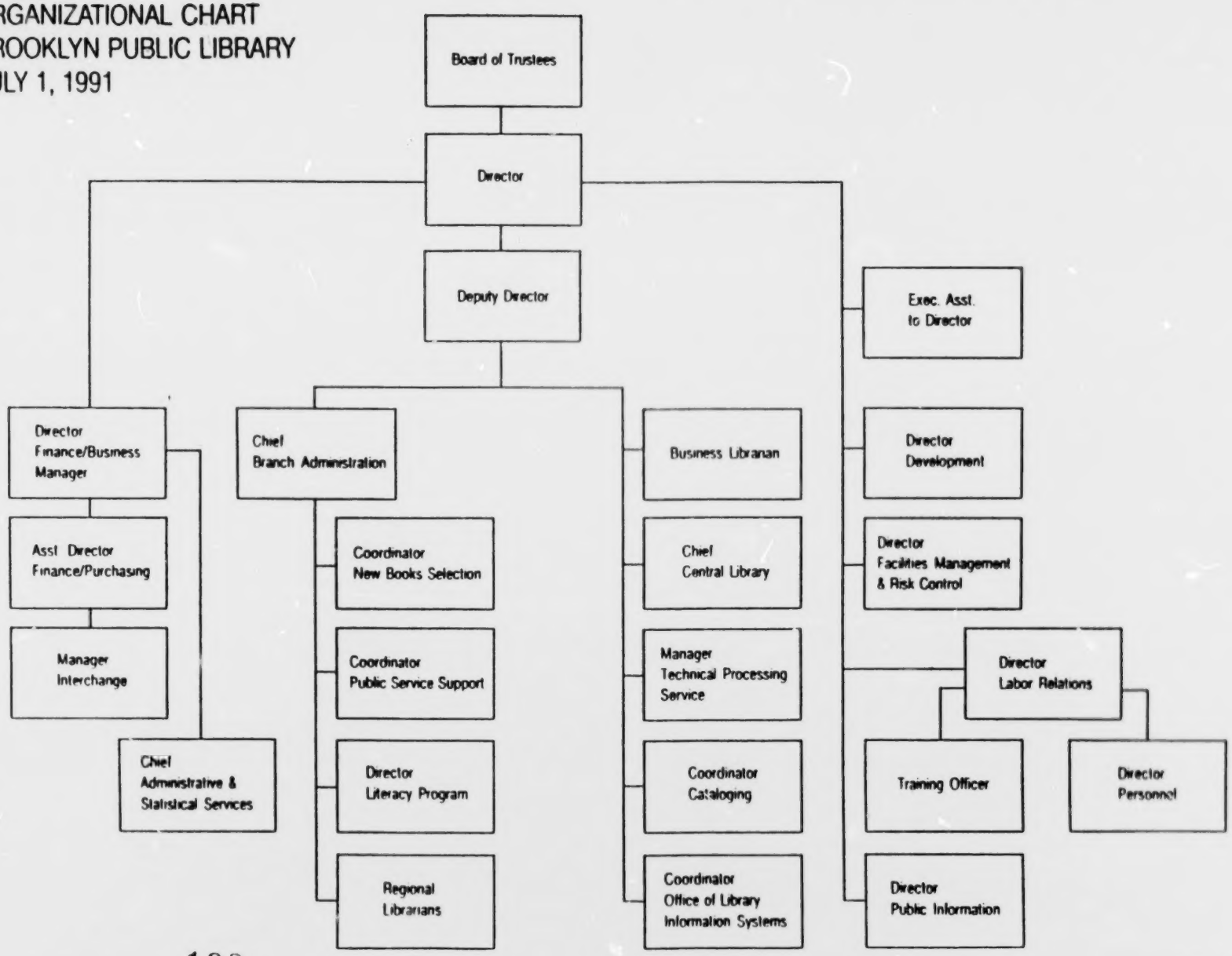
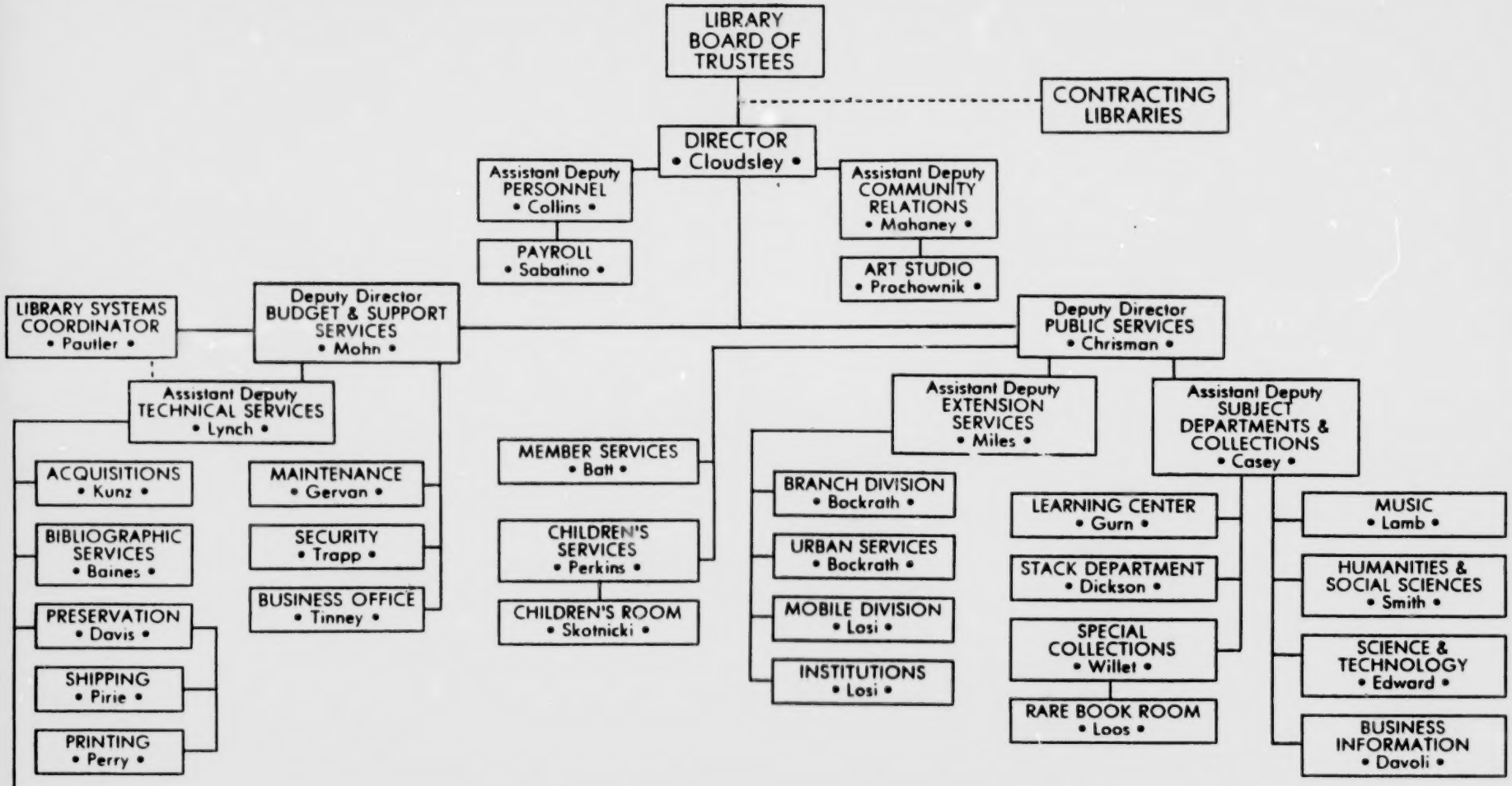
ORGANIZATIONAL CHART
BROOKLYN PUBLIC LIBRARY
JULY 1, 1991

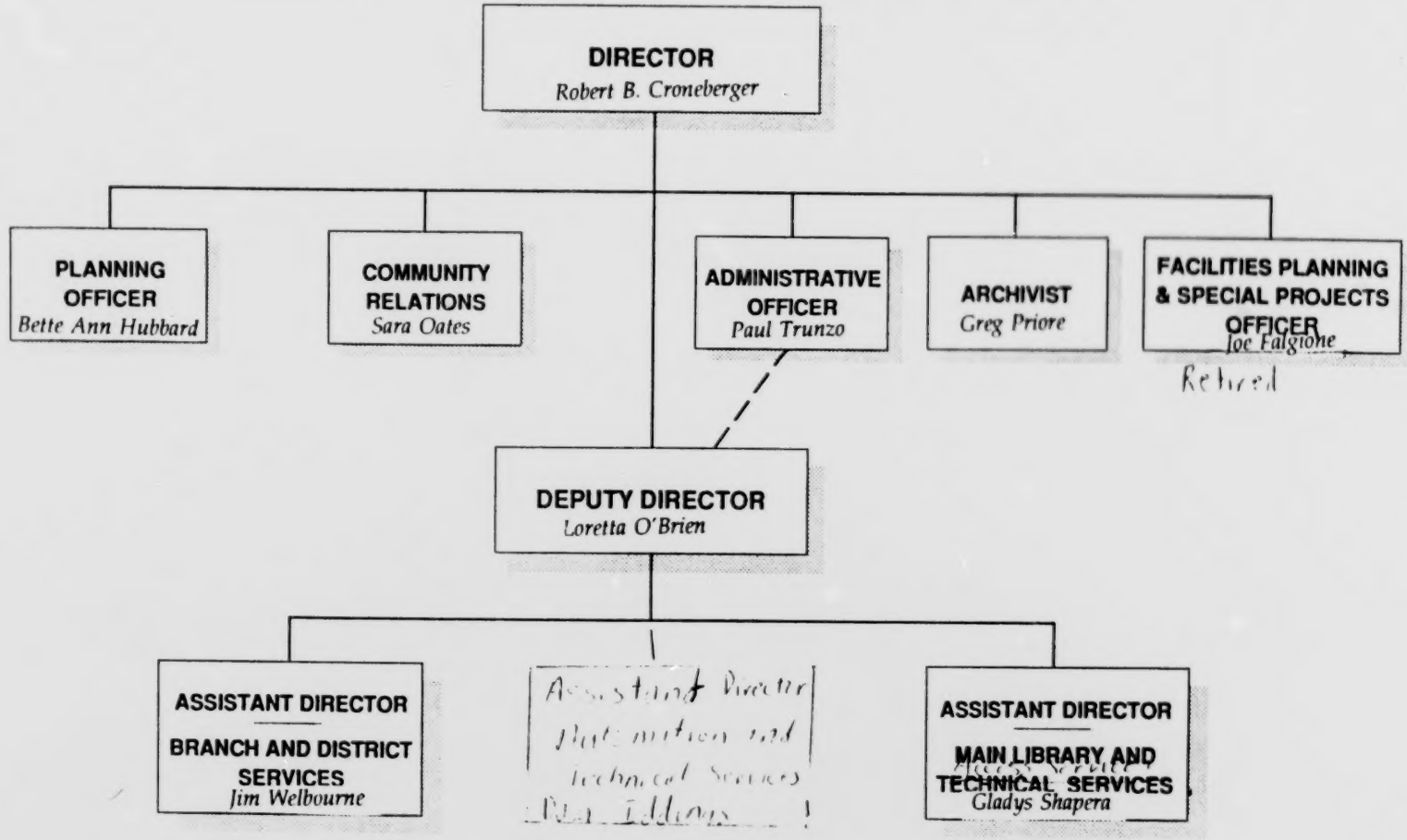



LIBRARY BOARD OF TRUSTEES
CONTRACTING LIBRARIES
DIRECTOR • Cloudsley •
Assistant Deputy PERSONNEL • Collins •
PAYROLL • Sabatino •
Assistant Deputy COMMUNITY RELATIONS • Mahaney •
ART STUDIO • Prochownik •
LIBRARY SYSTEMS COORDINATOR • Pautler •
Deputy Director BUDGET & SUPPORT SERVICES • Mohn •
Deputy Director PUBLIC SERVICES • Chrisman •
Assistant Deputy TECHNICAL SERVICES • Lynch •
ACQUISITIONS • Kunz •
BIBLIOGRAPHIC SERVICES • Baines •
PRESERVATION • Davis •
SHIPPING • Pirie •
PRINTING • Perry •
T.O.L.I.S • DeFranks •
CIRCULATION CONTROL • Horbett •
INTRALOAN • Rybarczyk •
MAINTENANCE • Gervan •
SECURITY • Trapp •
BUSINESS OFFICE • Tinney •
MEMBER SERVICES • Batt •
CHILDREN'S SERVICES • Perkins •
CHILDREN'S ROOM • Skotnicki •
Assistant Deputy EXTENSION SERVICES • Miles •
BRANCH DIVISION • Bockrath •
URBAN SERVICES • Bockrath •
MOBILE DIVISION • Losi •
INSTITUTIONS • Losi •
Assistant Deputy SUBJECT DEPARTMENTS & COLLECTIONS • Casey •
LEARNING CENTER • Gurn •
STACK DEPARTMENT • Dickson •
SPECIAL COLLECTIONS • Willet •
RARE BOOK ROOM • Loos •
MUSIC • Lamb •
HUMANITIES & SOCIAL SCIENCES • Smith •
SCIENCE & TECHNOLOGY • Edward •
BUSINESS INFORMATION • Davoli •

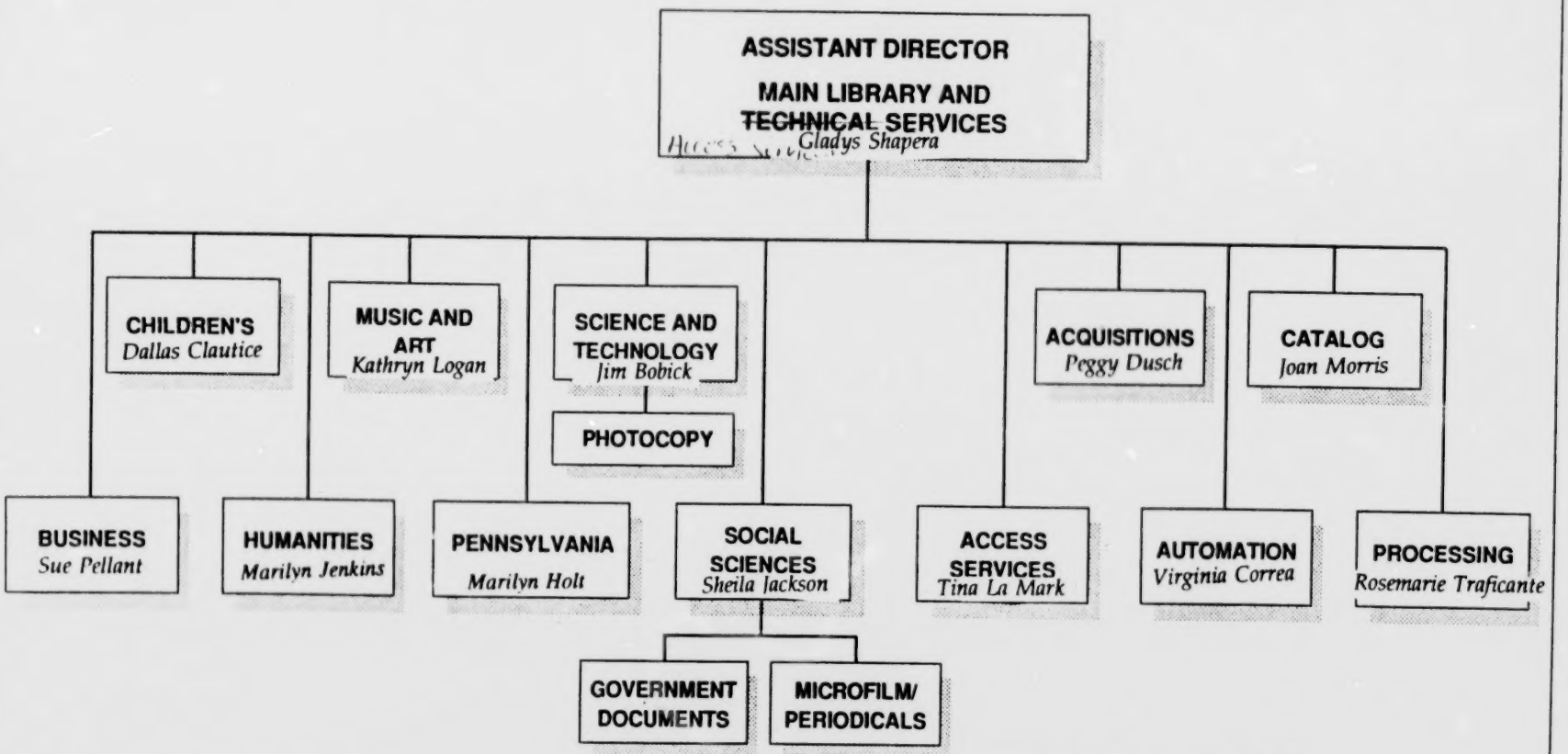
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
Organizational Chart
1993

THE CARNEGIE LIBRARY OF PITTSBURGH

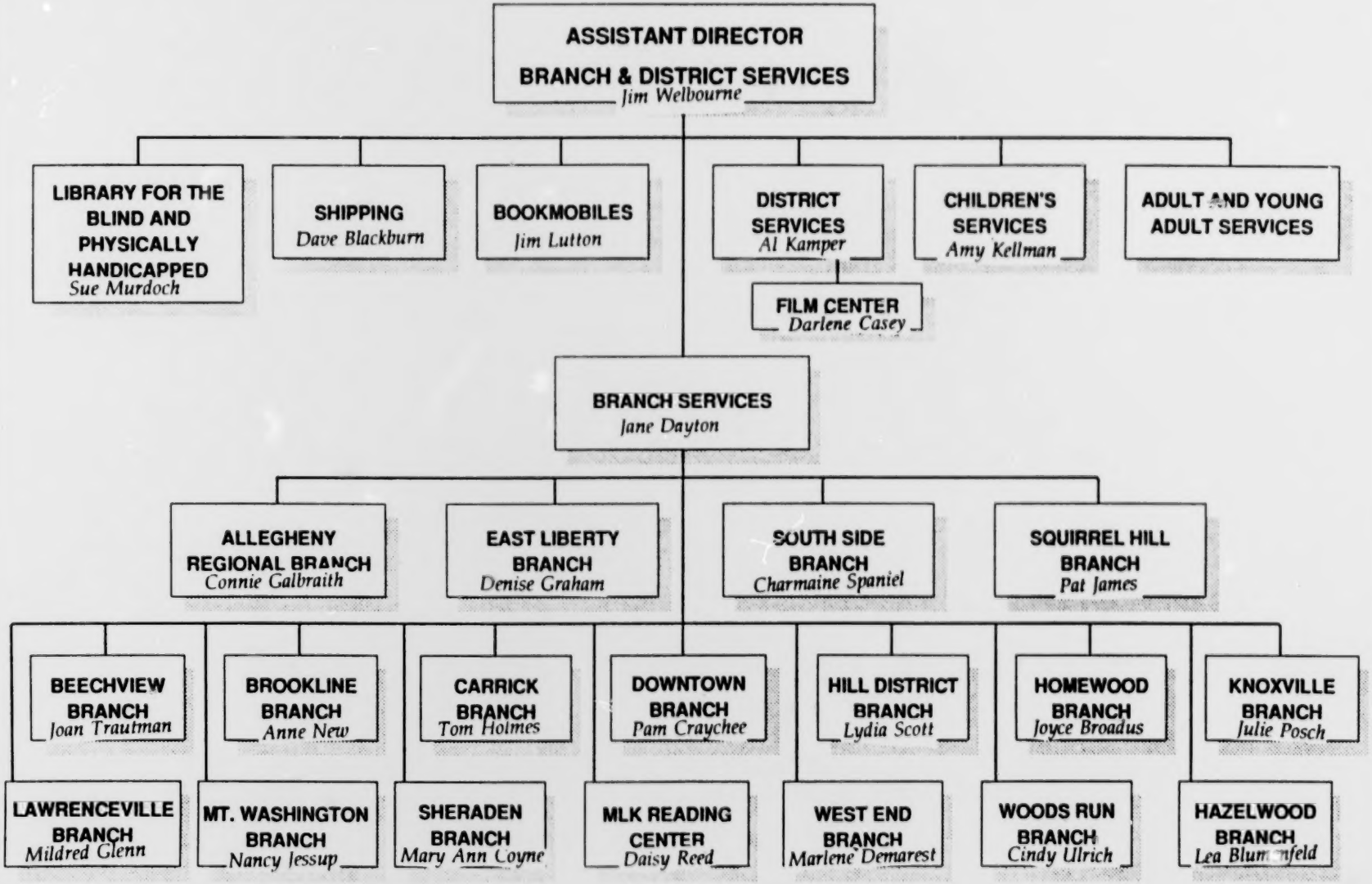
5/13



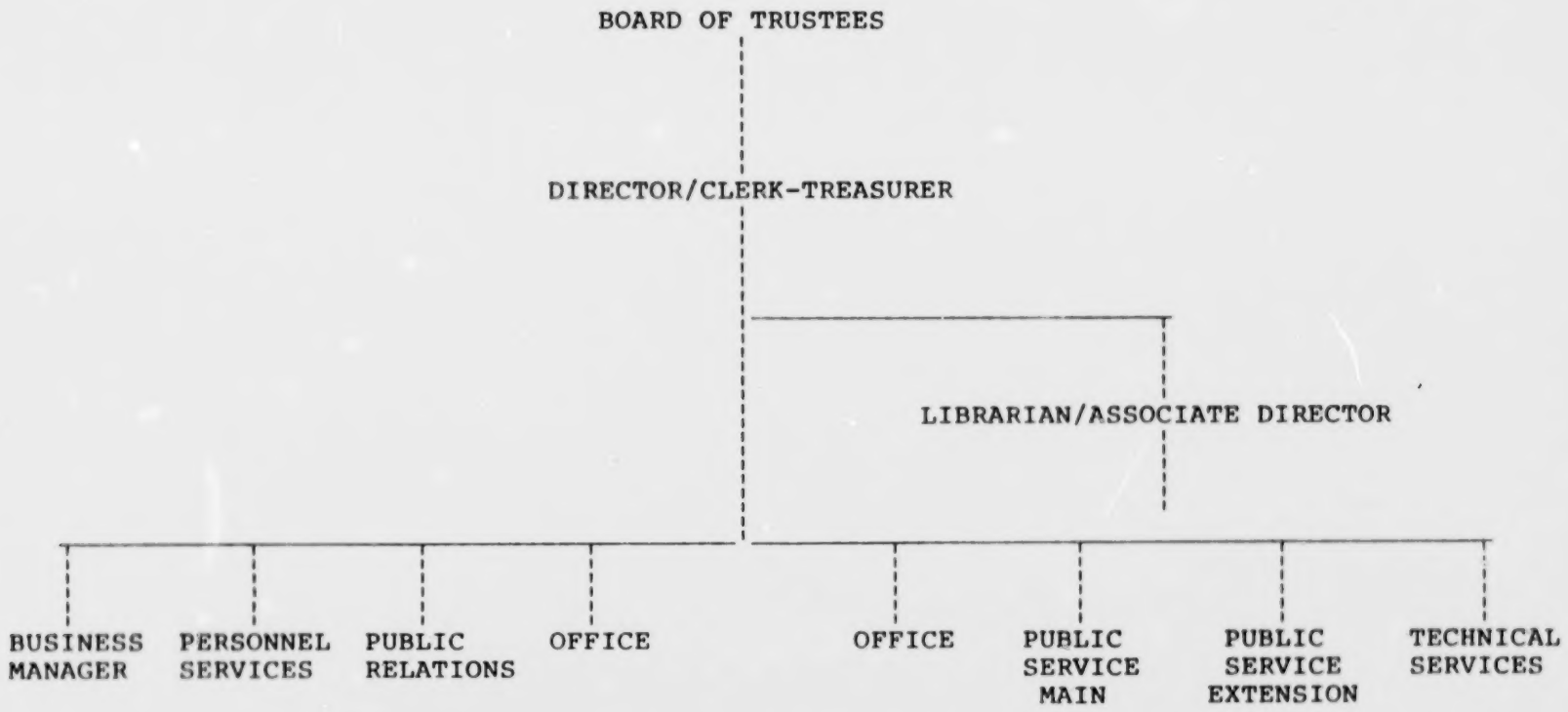
THE CARNEGIE LIBRARY OF PITTSBURGH



THE CARNEGIE LIBRARY OF PITTSBURGH



PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY ORGANIZATION CHART

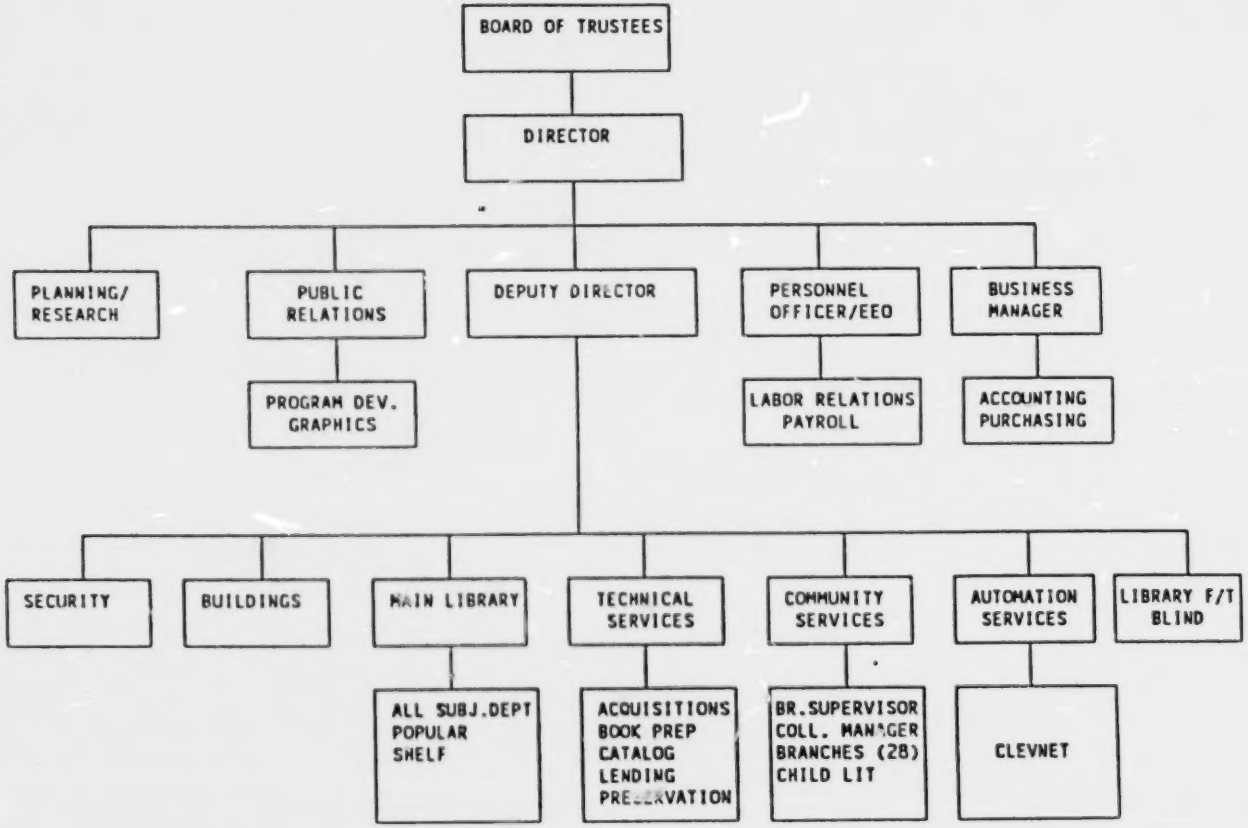


Revisions Being Considered

203

204

CLEVELAND PUBLIC LIBRARY
Organization Chart
February 1991



PLANNING AND RESEARCH
February 13, 1991

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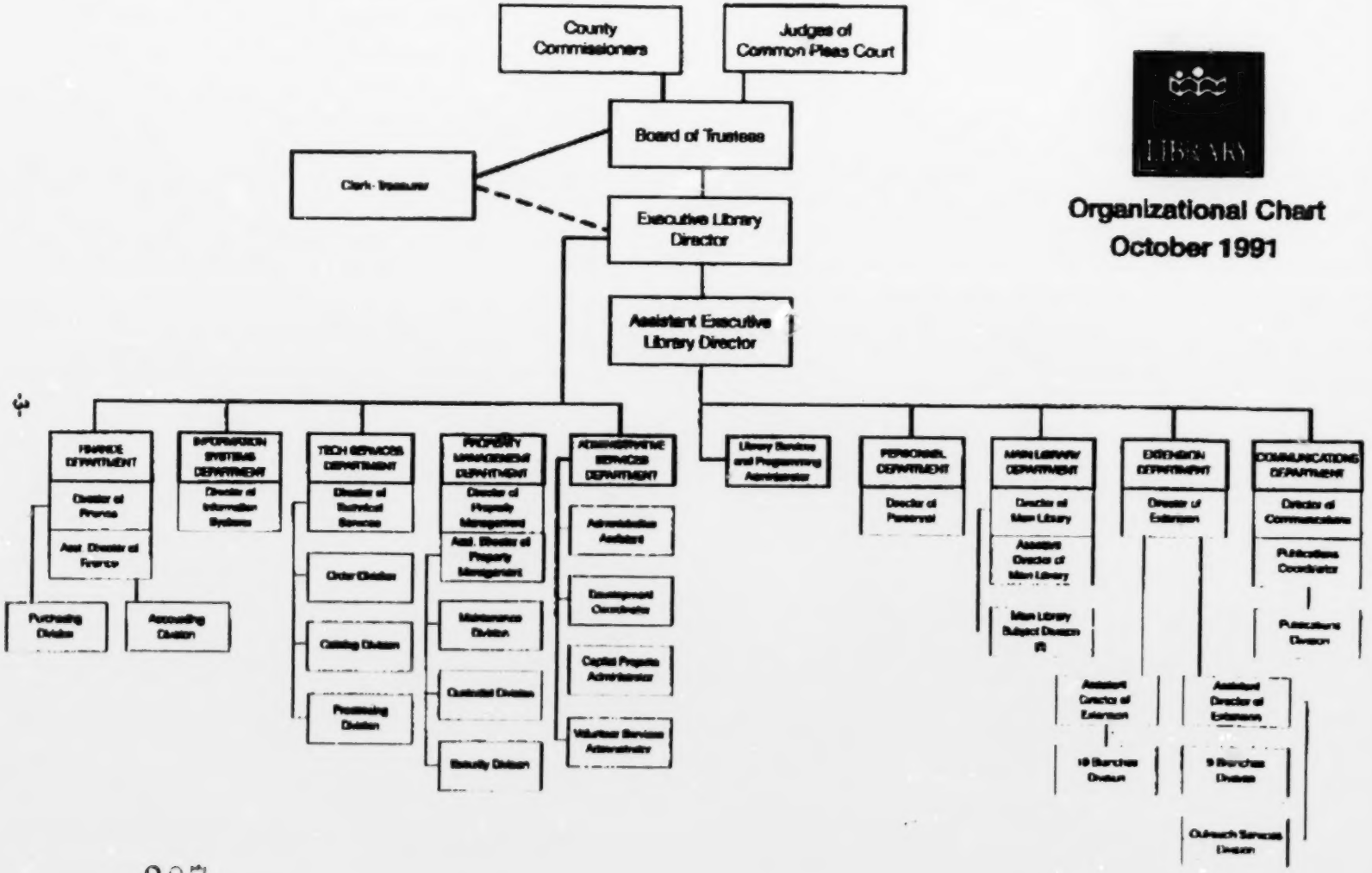
Columbus Metropolitan Library



Organizational Chart
October 1991

-3-

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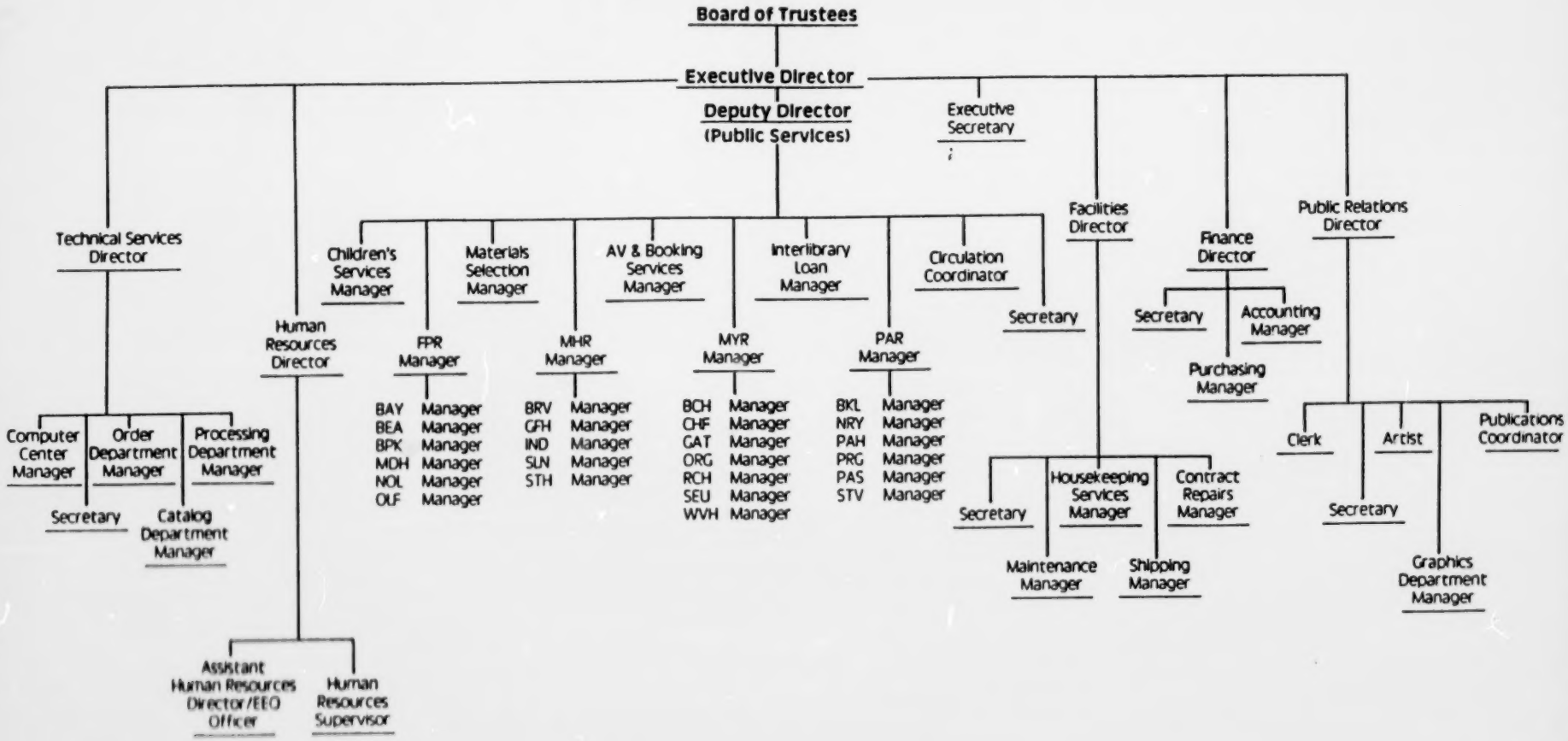
CUYAHOGA COUNTY PUBLIC LIBRARY
ORGANIZATION CHART



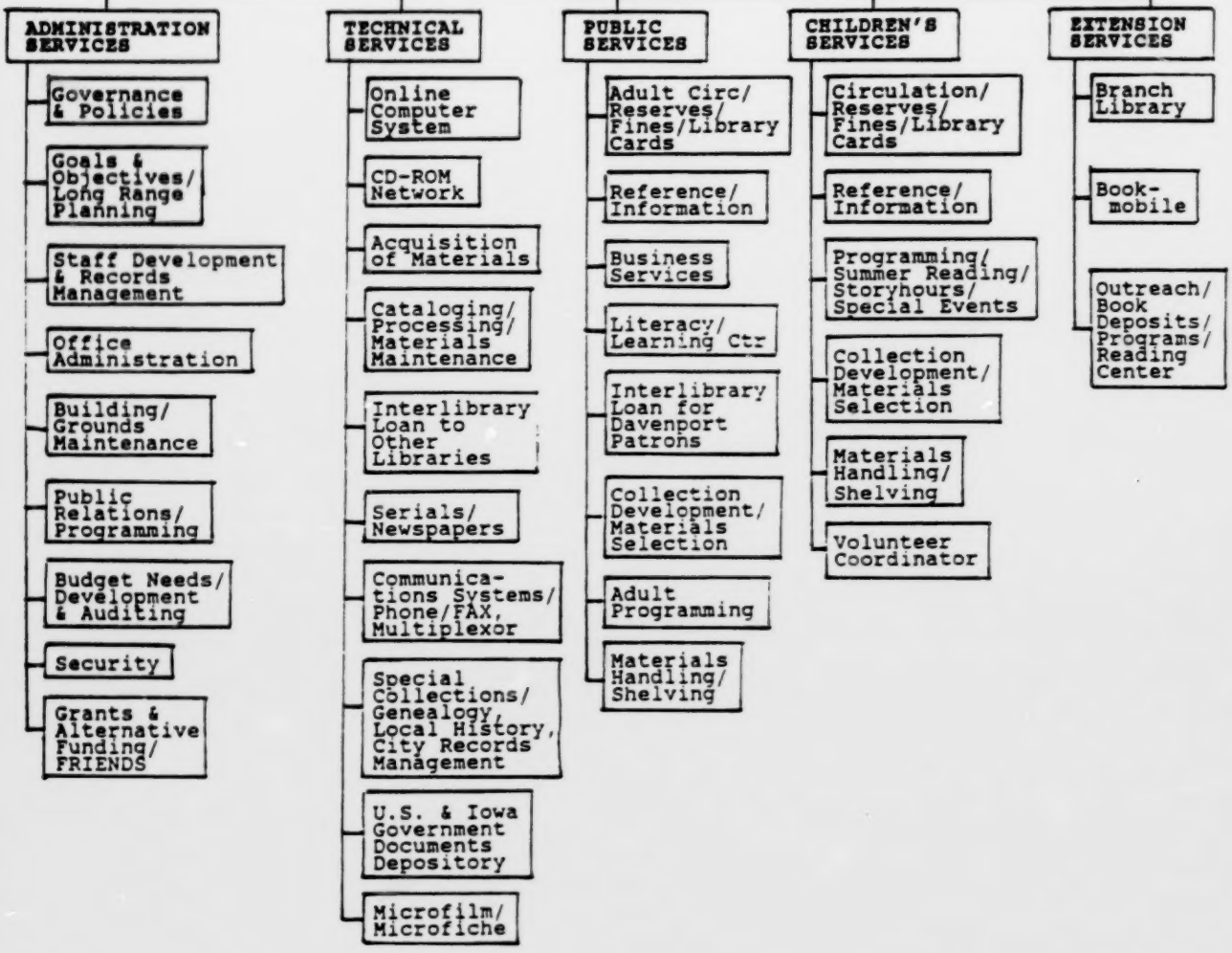
3/93

DAVENPORT PUBLIC LIBRARY

MAYOR
Appoints Board Members

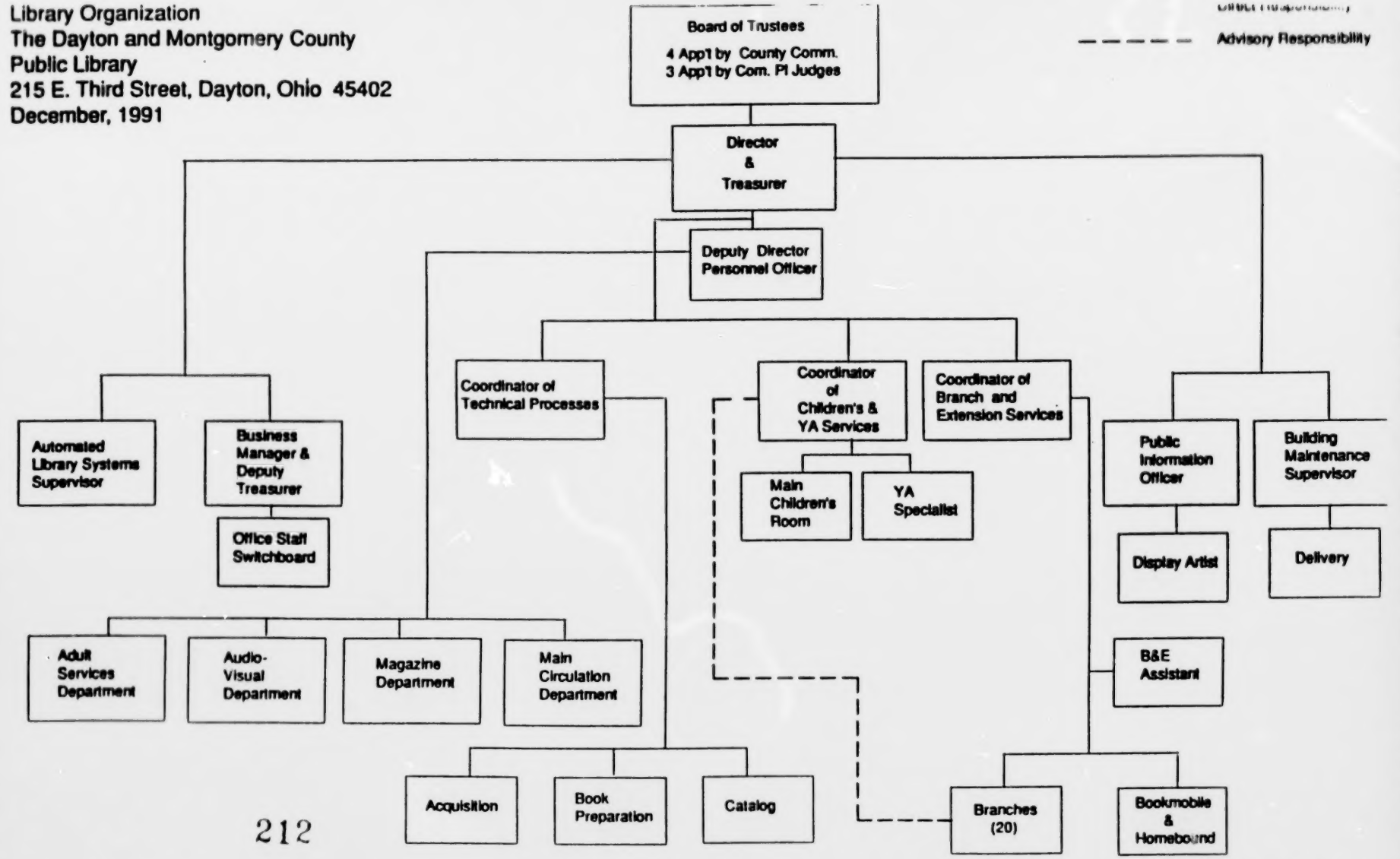
BOARD OF TRUSTEES
Interprets Governance/
Sets Policy

DIRECTOR



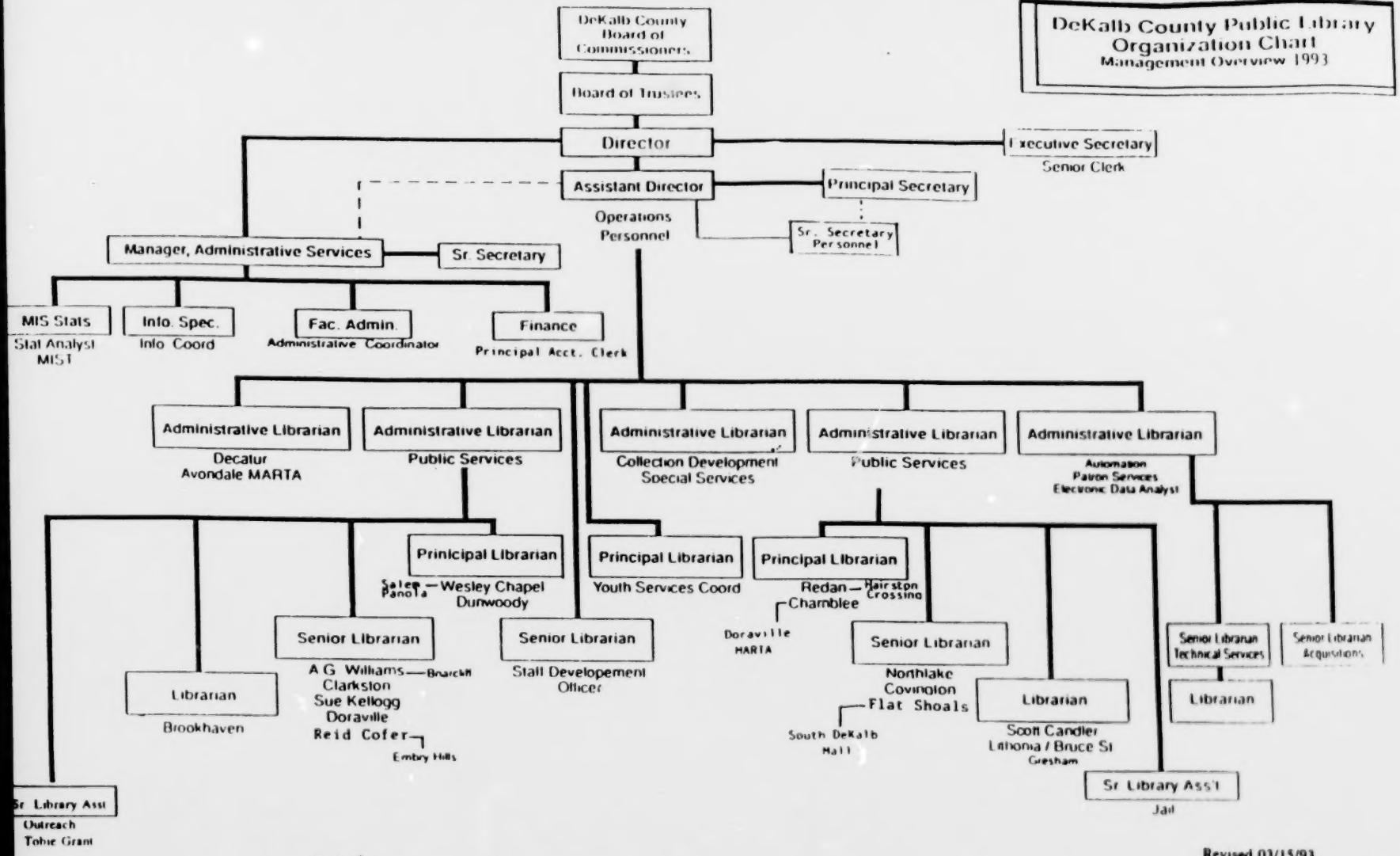
3/93

Library Organization
The Dayton and Montgomery County
Public Library
215 E. Third Street, Dayton, Ohio 45402
December, 1991



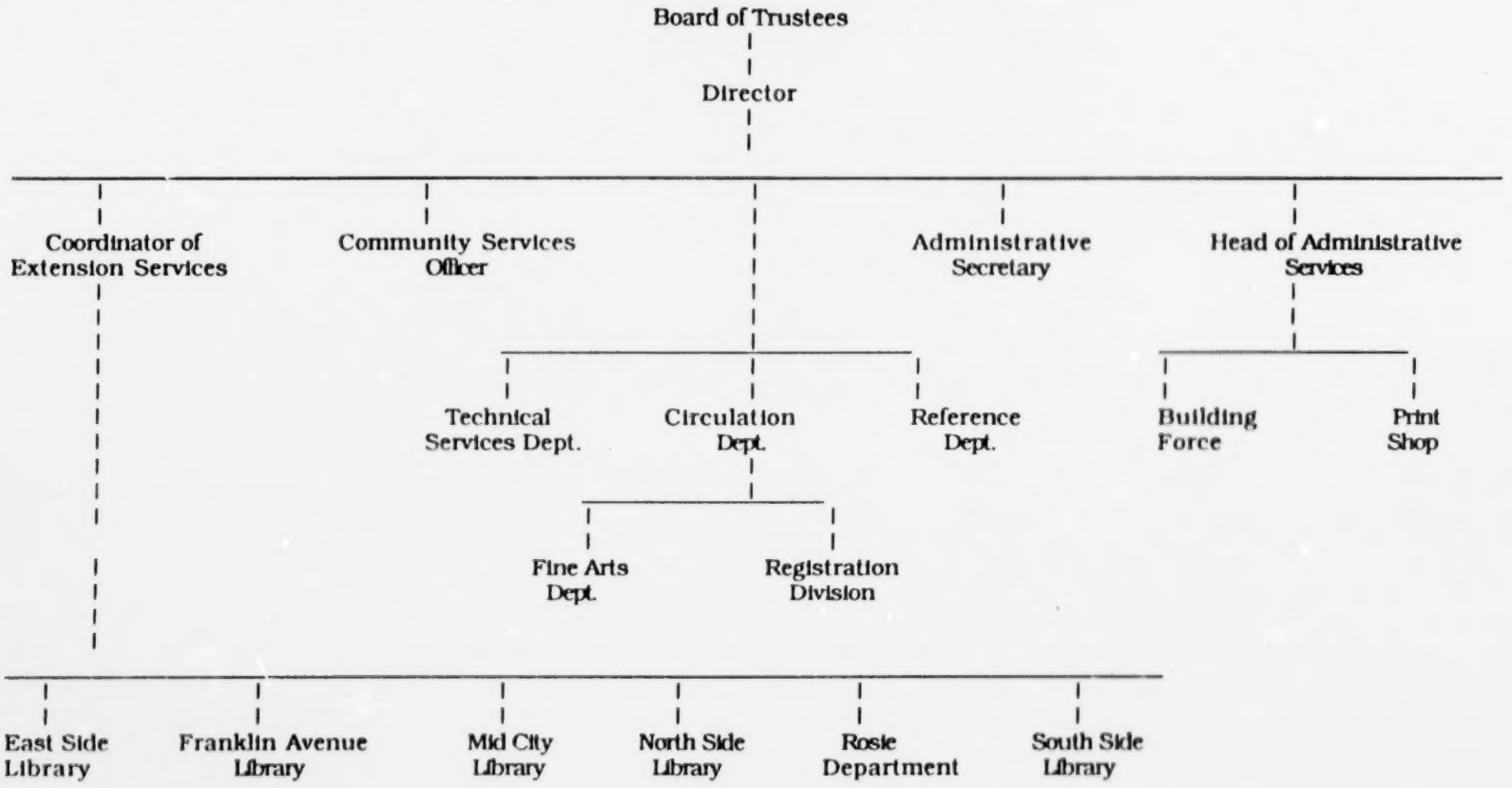
DeKalb County Public Library Organization Chart

Management Overview 1993



Revised 03/15/93

PUBLIC LIBRARY OF DES MOINES
ORGANIZATION CHART



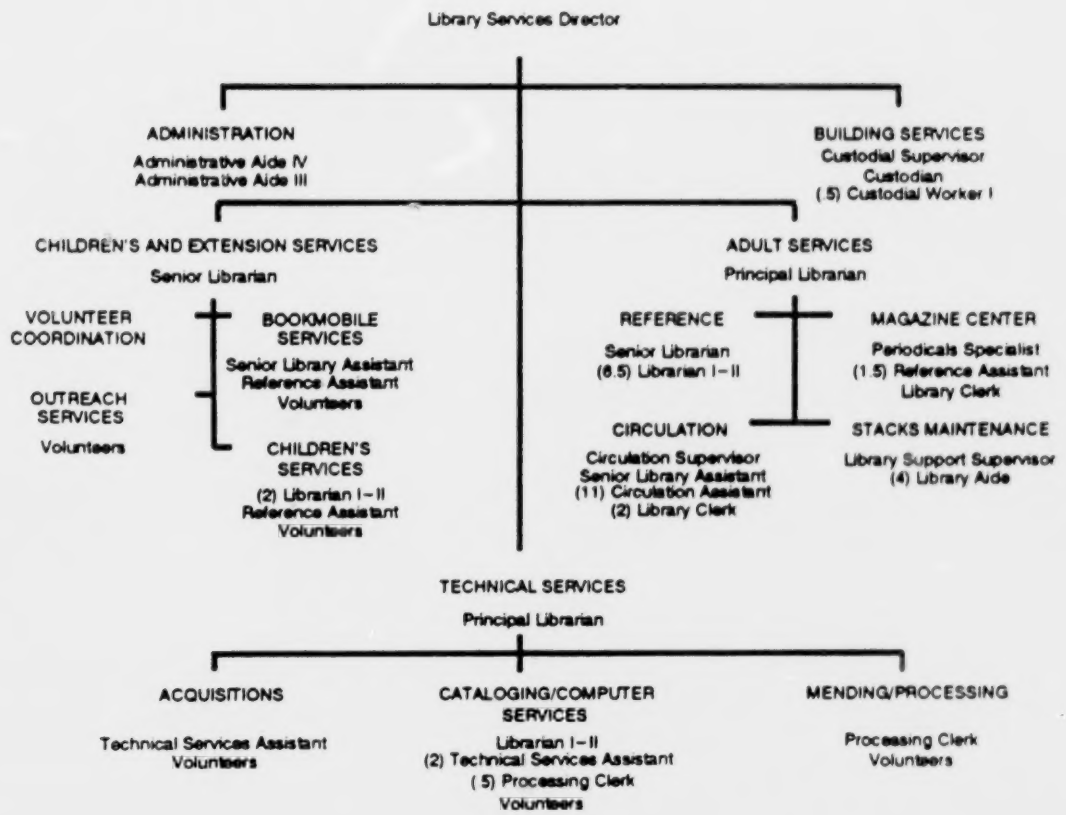
8/6/91

LIBRARY, RECREATION, AND CULTURAL SERVICES
Library Services Division Summary

Major FY94 Goals:

1. Broaden base of fiscal support beyond the City.
2. Make better use of the existing building until a new main library is built.
3. Refine the collection development process.
4. Simplify systems to increase customer convenience.
5. Improve staff ability to provide excellent public service.
6. Promote patron ownership.
7. As the City Council may direct, continue plans to construct a new library.

ORGANIZATION CHART:



94DEPTSUM.AB

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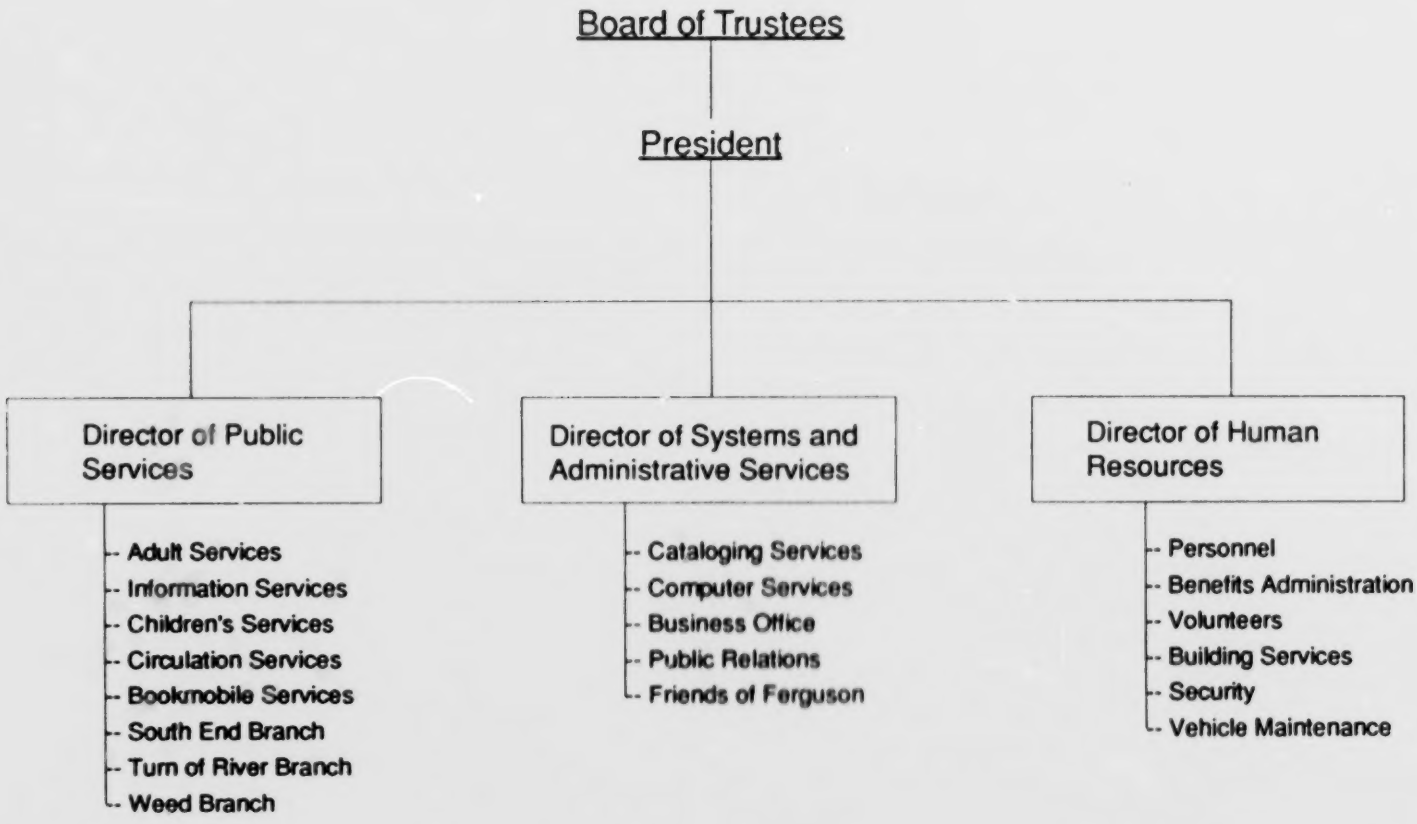
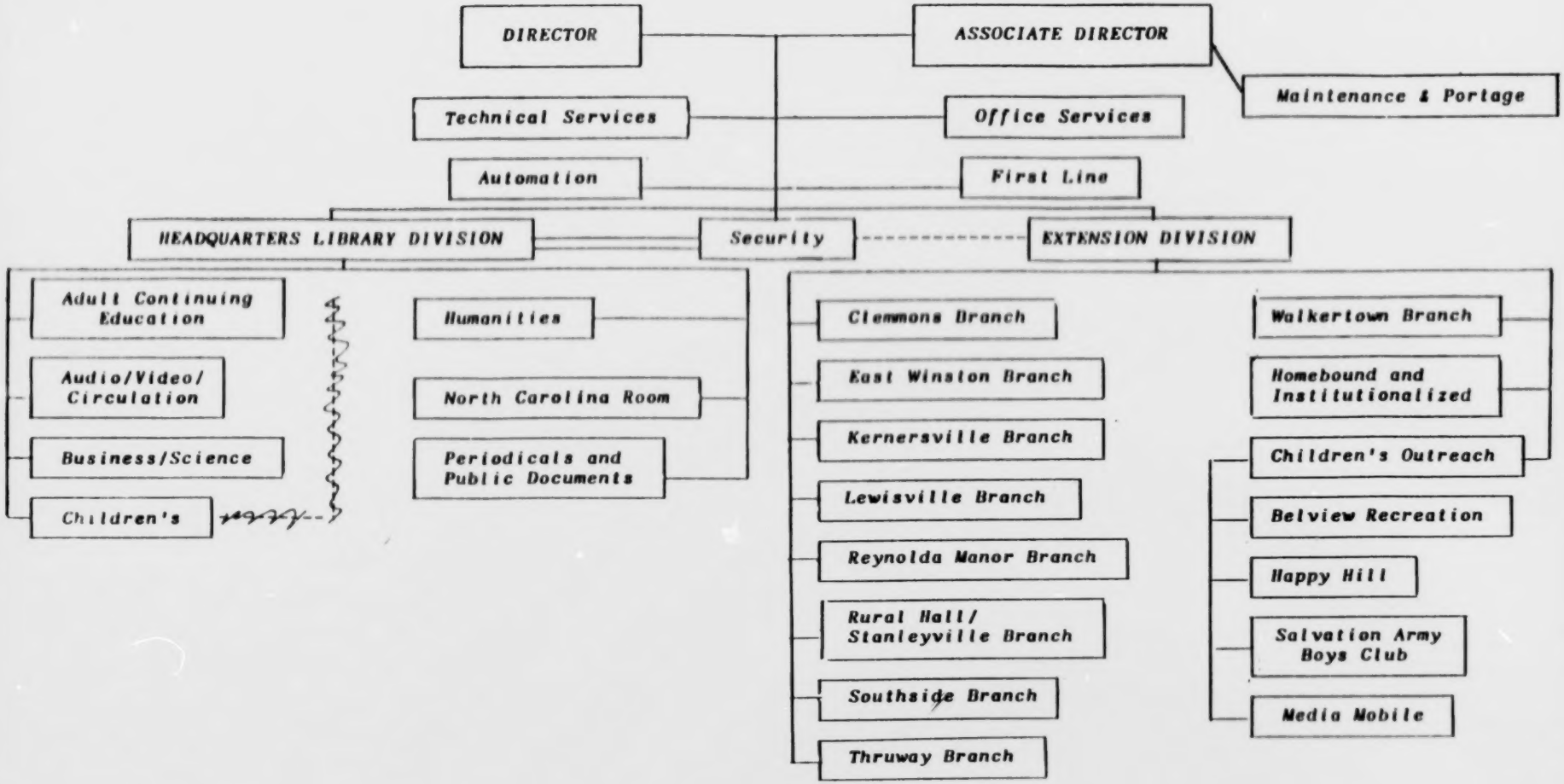
The Ferguson Library
Organization Chart



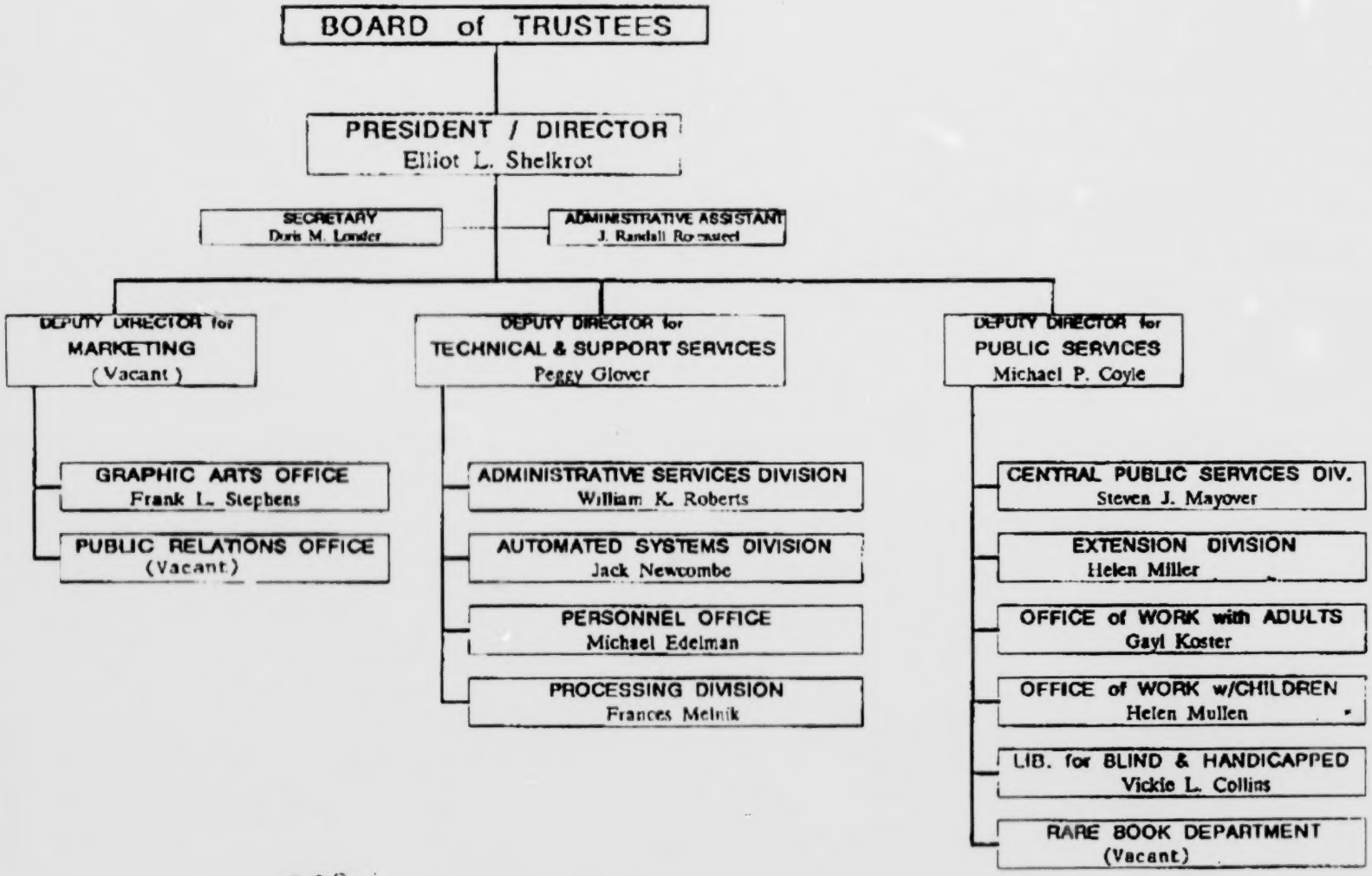
FORSYTH COUNTY PUBLIC LIBRARY SYSTEM

ORGANIZATIONAL CHART



221

222



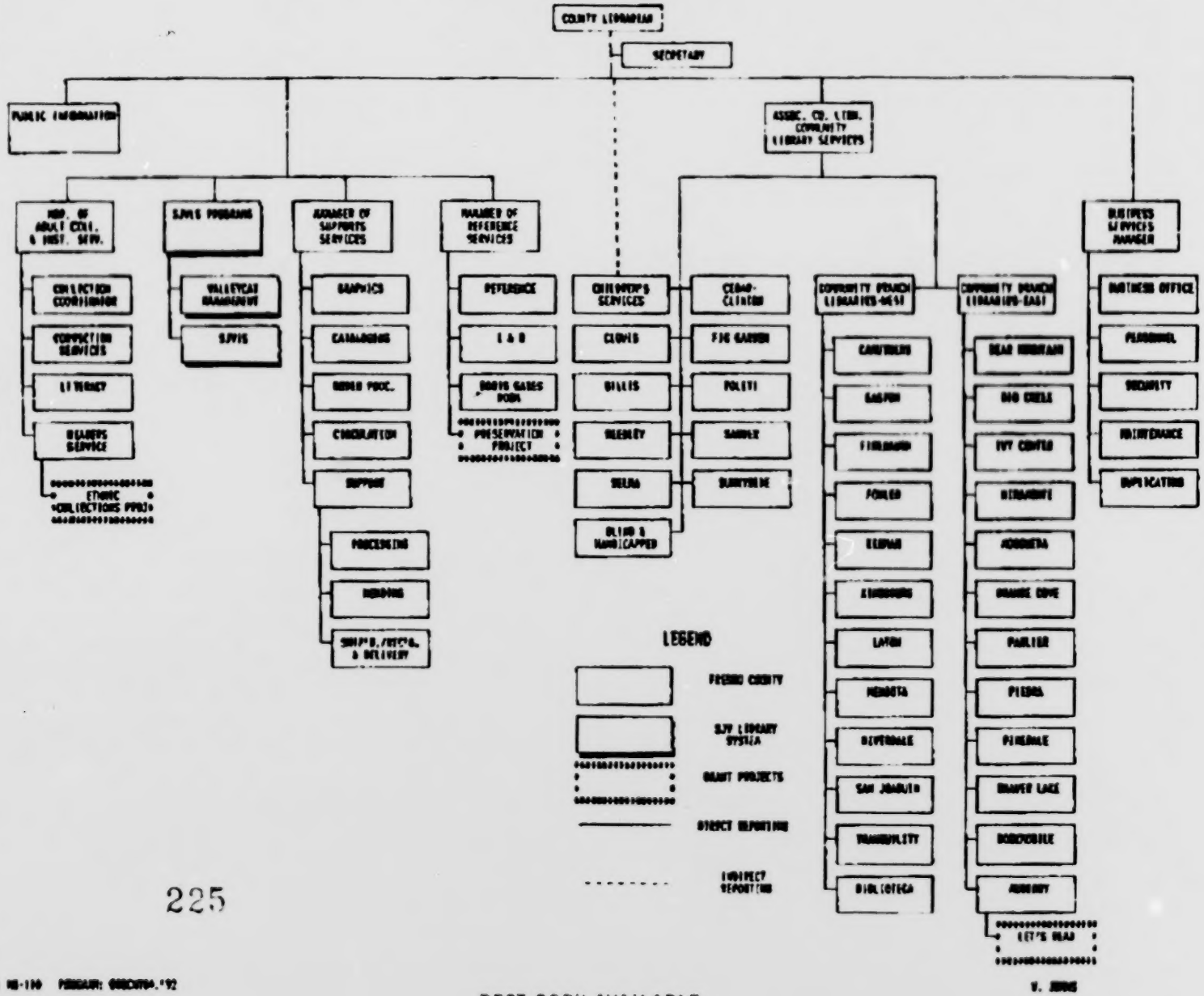
215 563 3628

05-28-1993 01:10PM

06-03-1993 06:27PM 2094881971

JUN- 3-93 THU 15:14 FRESNO CO. FREE LIB. P.03

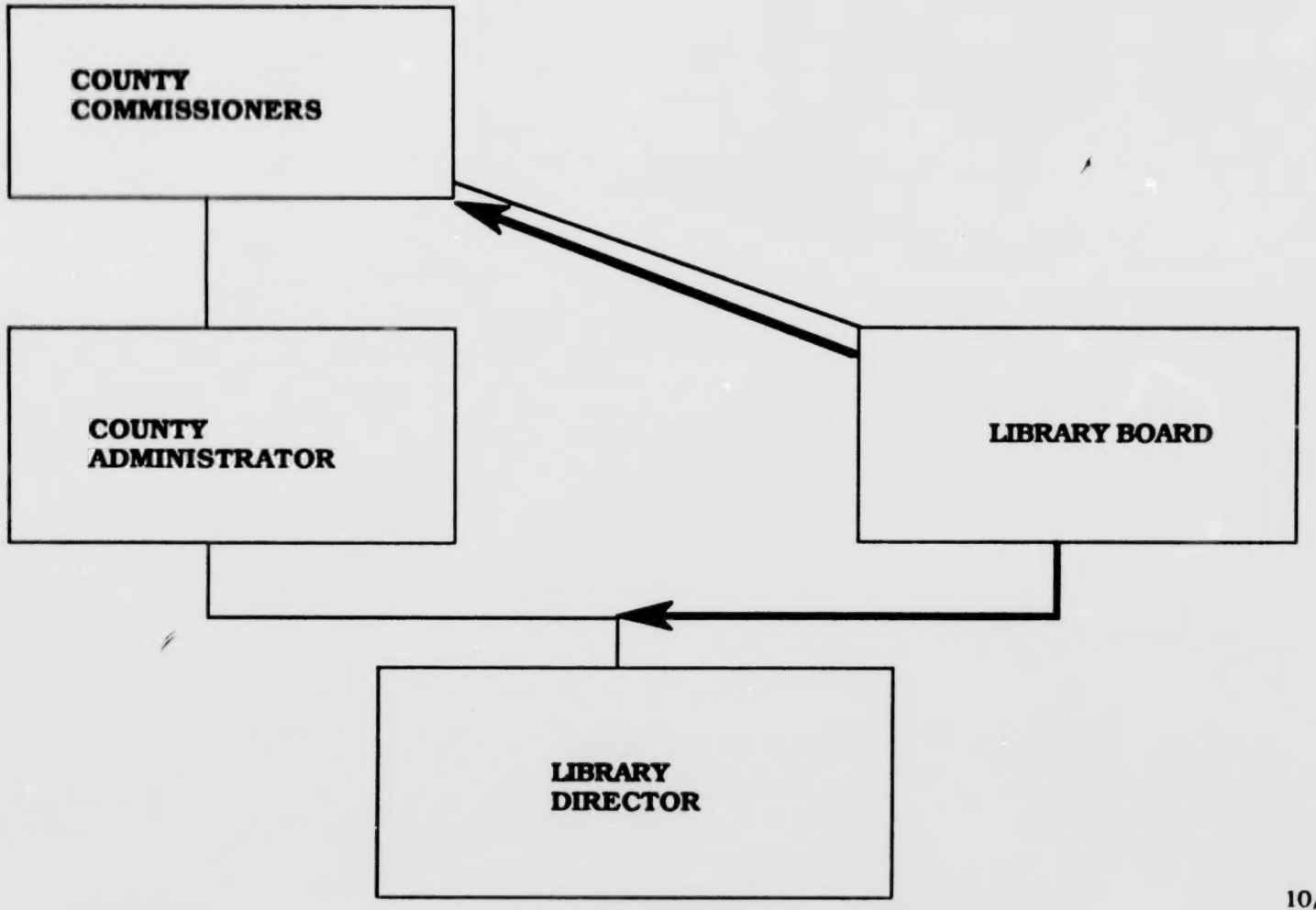
FRESNO COUNTY LIBRARY
APRIL 1992 ORGANIZATION CHART



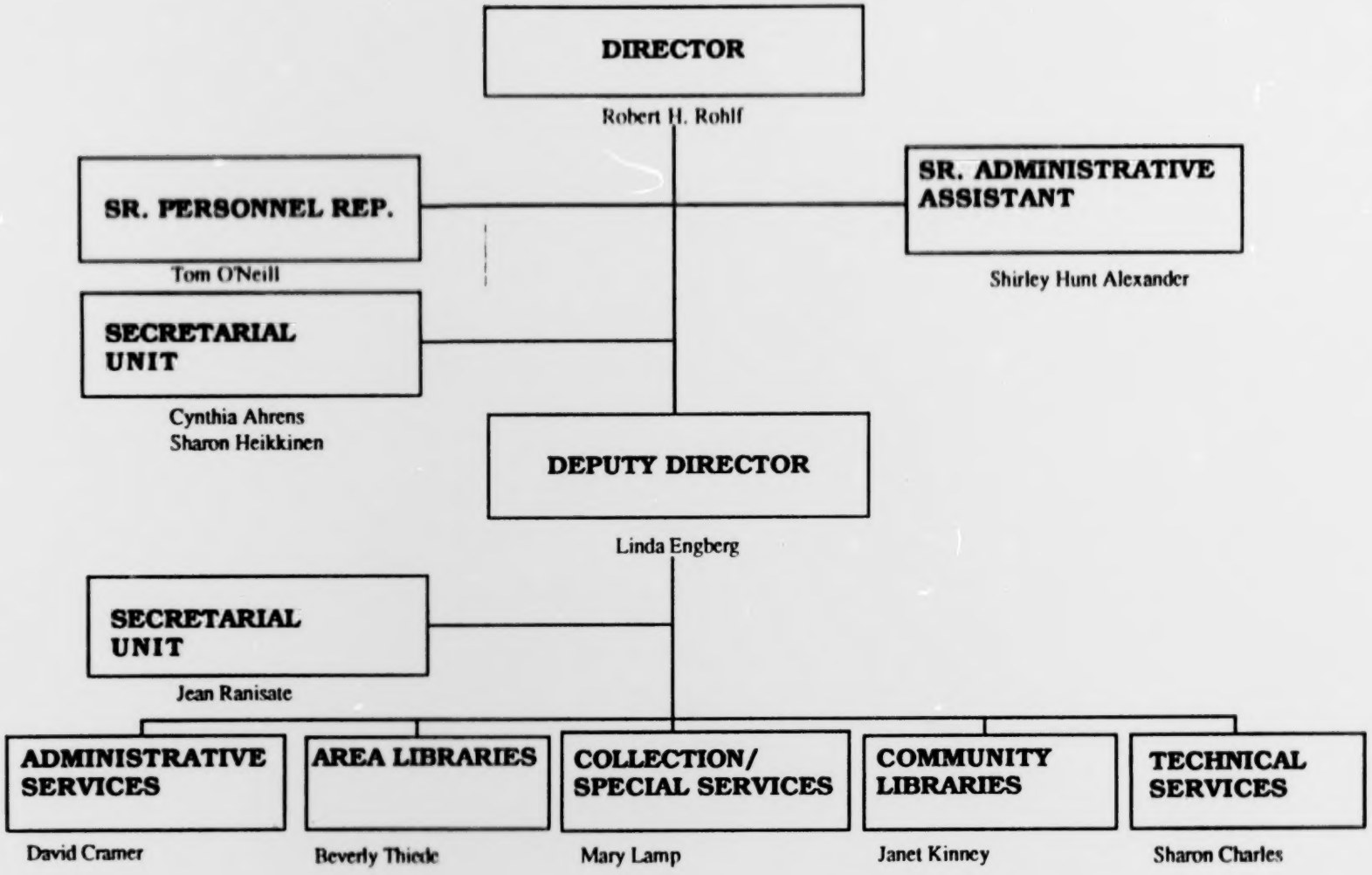
F.03 191

BEST COPY AVAILABLE

HENNEPIN COUNTY LIBRARY



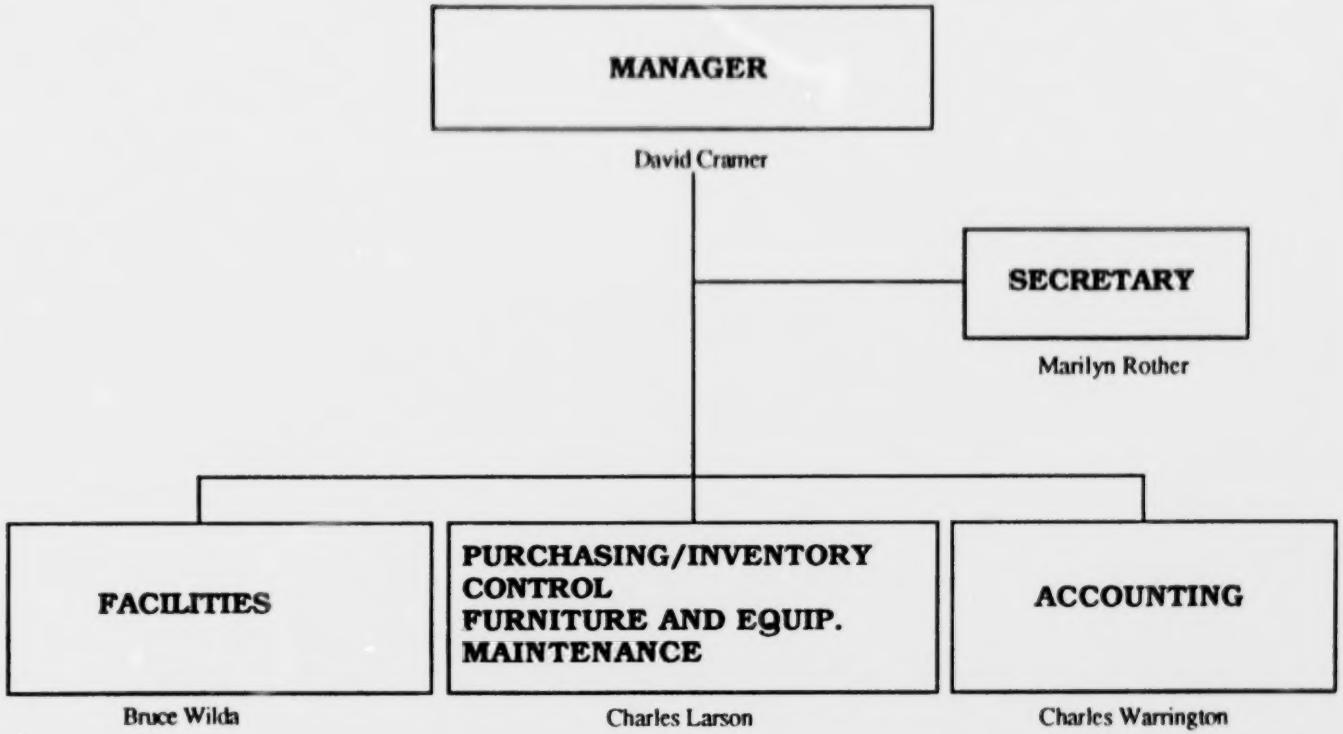
HENNEPIN COUNTY LIBRARY



10/92

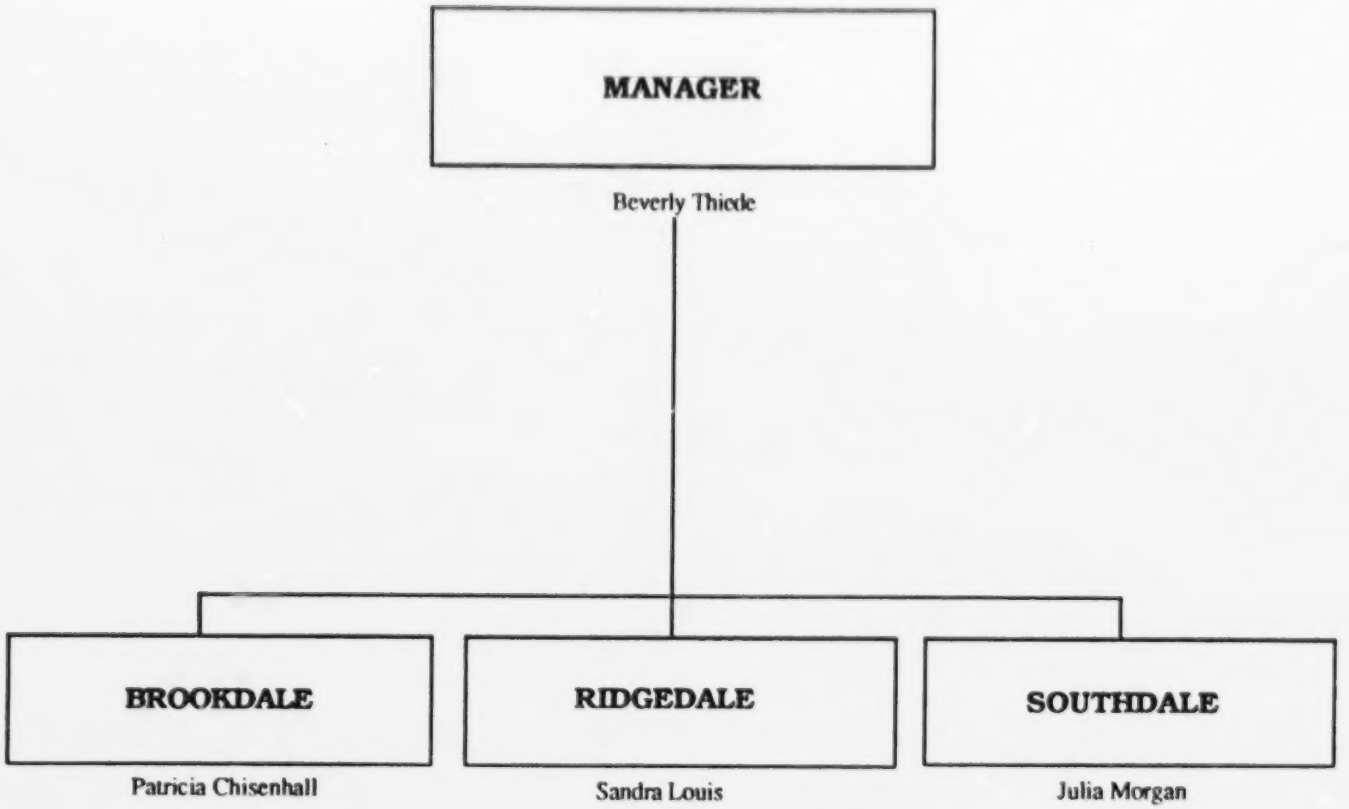
HENNEPIN COUNTY LIBRARY

ADMINISTRATIVE SERVICES DIVISION



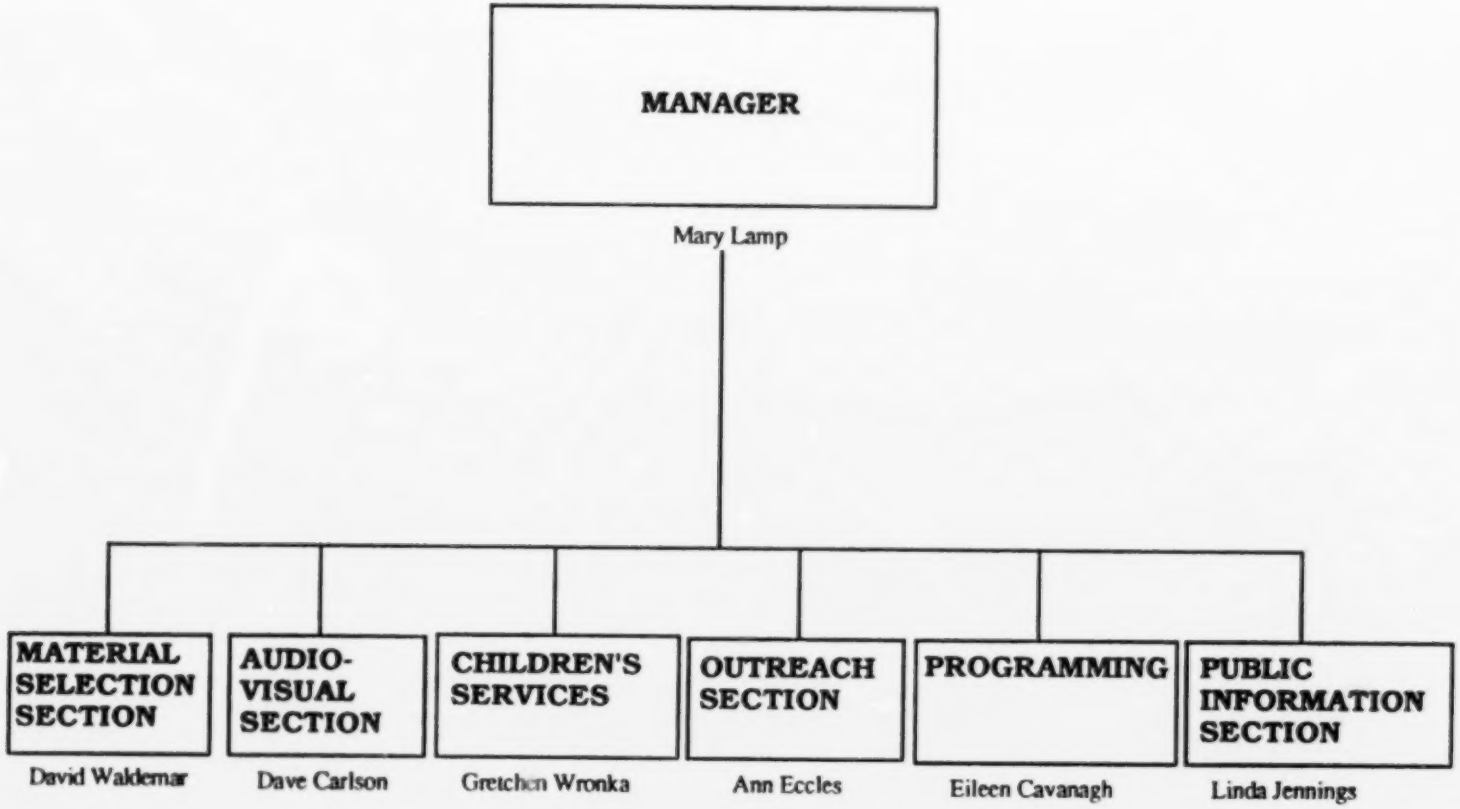
HENNEPIN COUNTY LIBRARY

AREA LIBRARIES DIVISION



HENNEPIN COUNTY LIBRARY

COLLECTION SPECIAL SERVICES DIVISION

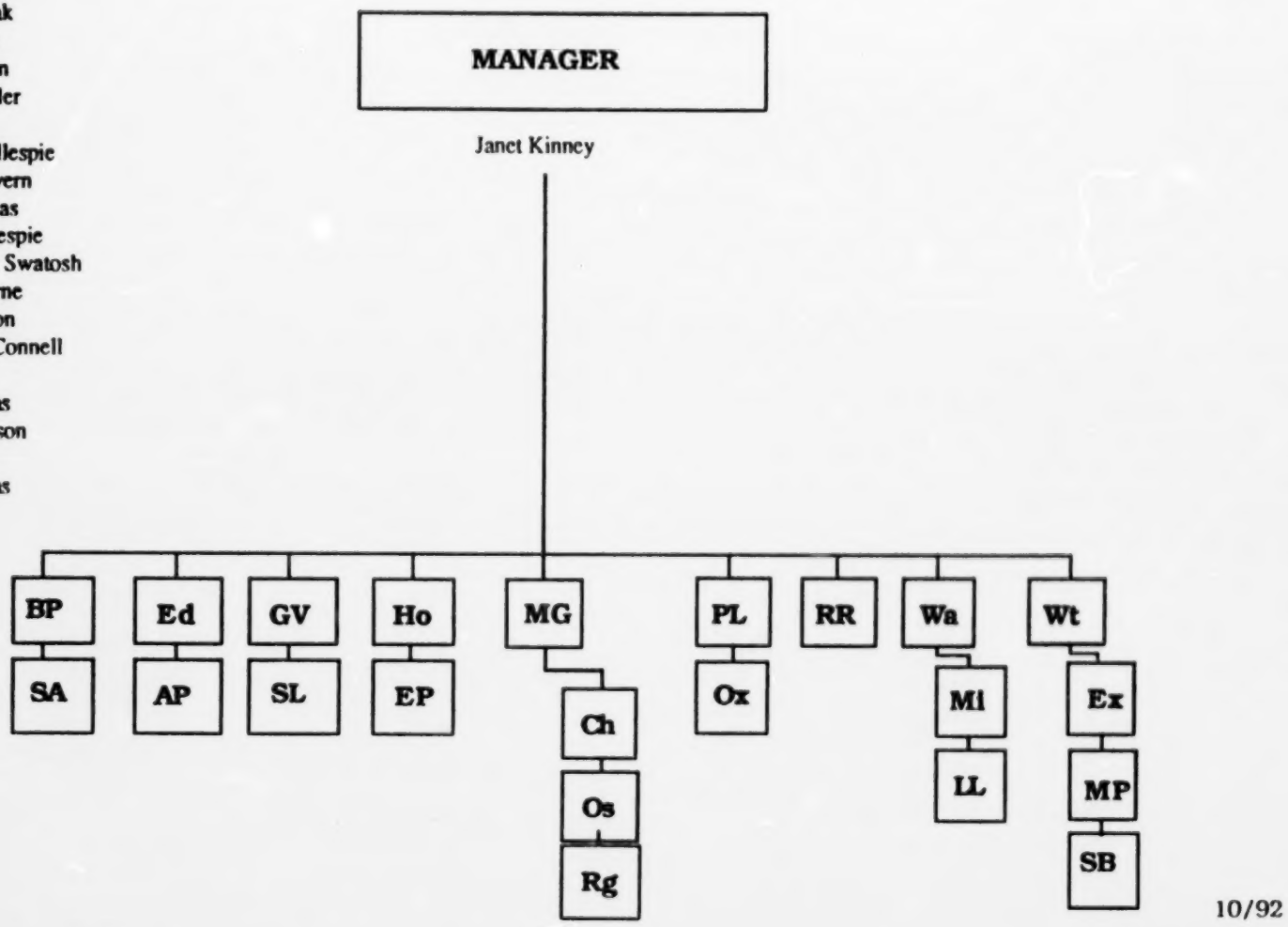


10/92

AP - Vicki Oeljen
BP - Mary Jo Talbot
Ch - Melissa Brechon Sibley
Ed - Helen McNulty
EP - Marge McPeak
Ex - Paul Turgeon
GV - Joan Erickson
Ho - Charles Kritzler
LL - Roger Burg
MG - Margaret Gillespie
Mi - Karen McGovern
MP - Jeanne Gelinas
Os - Margaret Gillespie
Ox - Mary Wilson Swatosh
PL - Roseanne Byrne
Rg - Beverly Nelson
RR - Michael McConnell
SA - Jane Leck
SB - Jeanne Gelinas
SL - Helen Halverson
Wa - Roger Burg
Wt - Jeanne Gelinas

HENNEPIN COUNTY LIBRARY

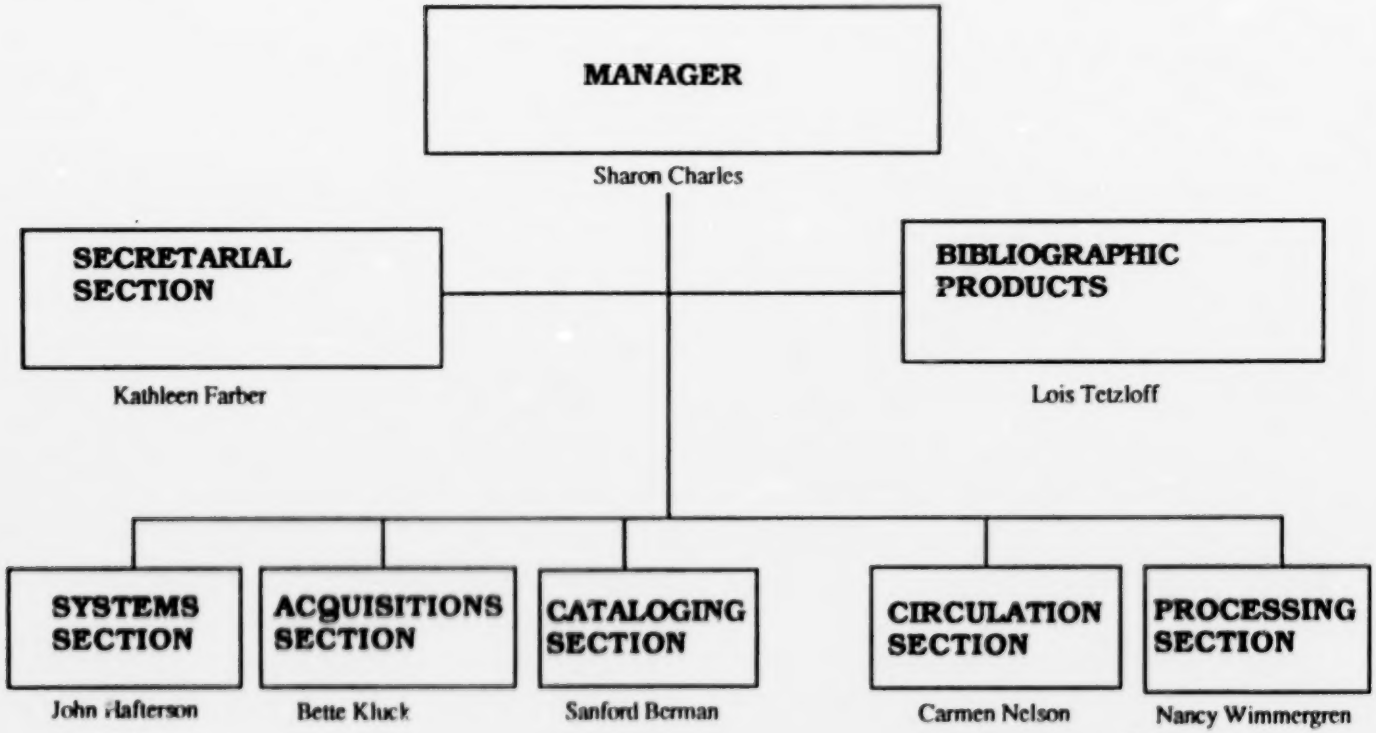
COMMUNITY LIBRARY DIVISION



10/92

HENNEPIN COUNTY LIBRARY

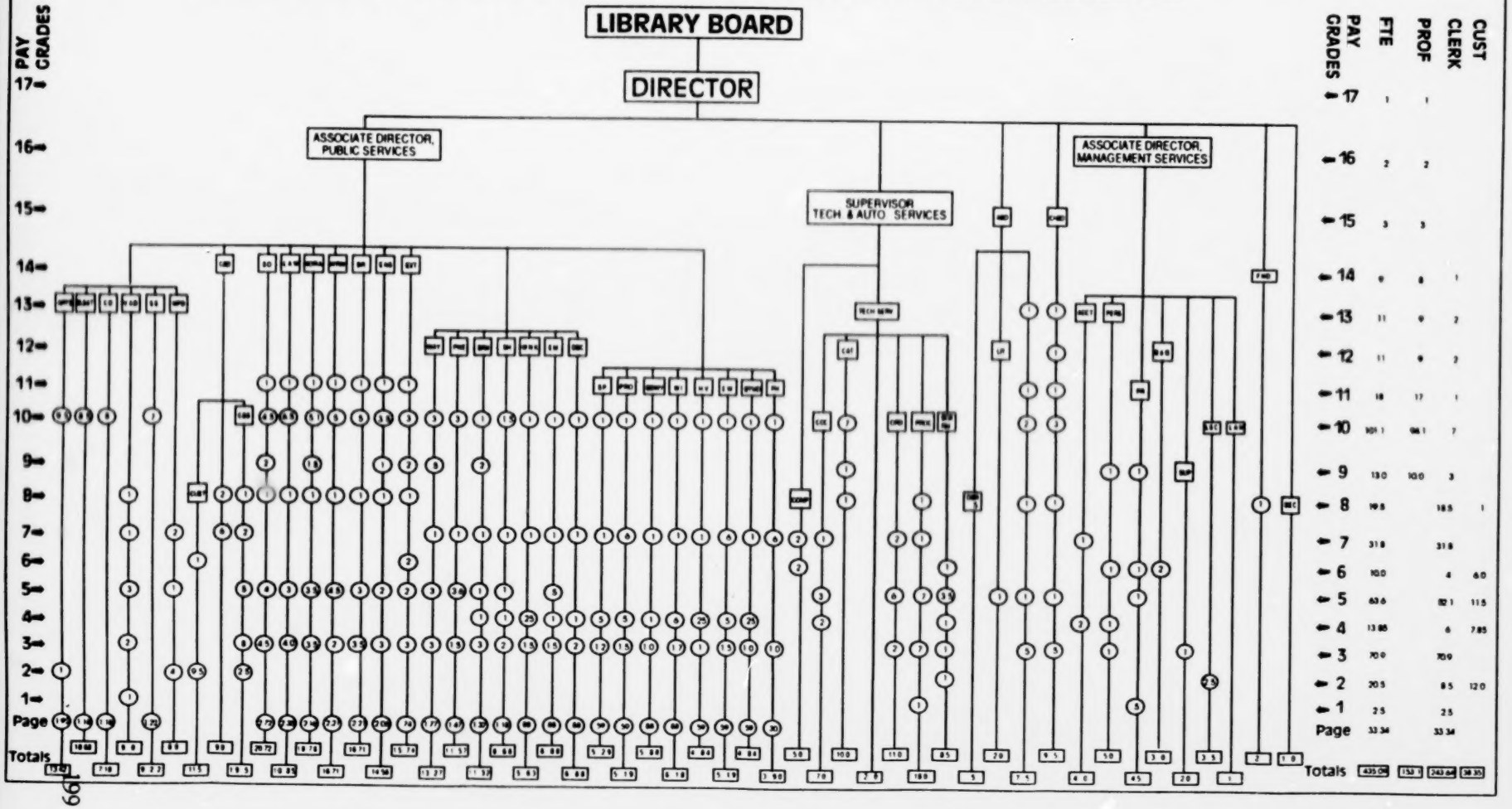
TECHNICAL SERVICES DIVISION



10/92

012.11

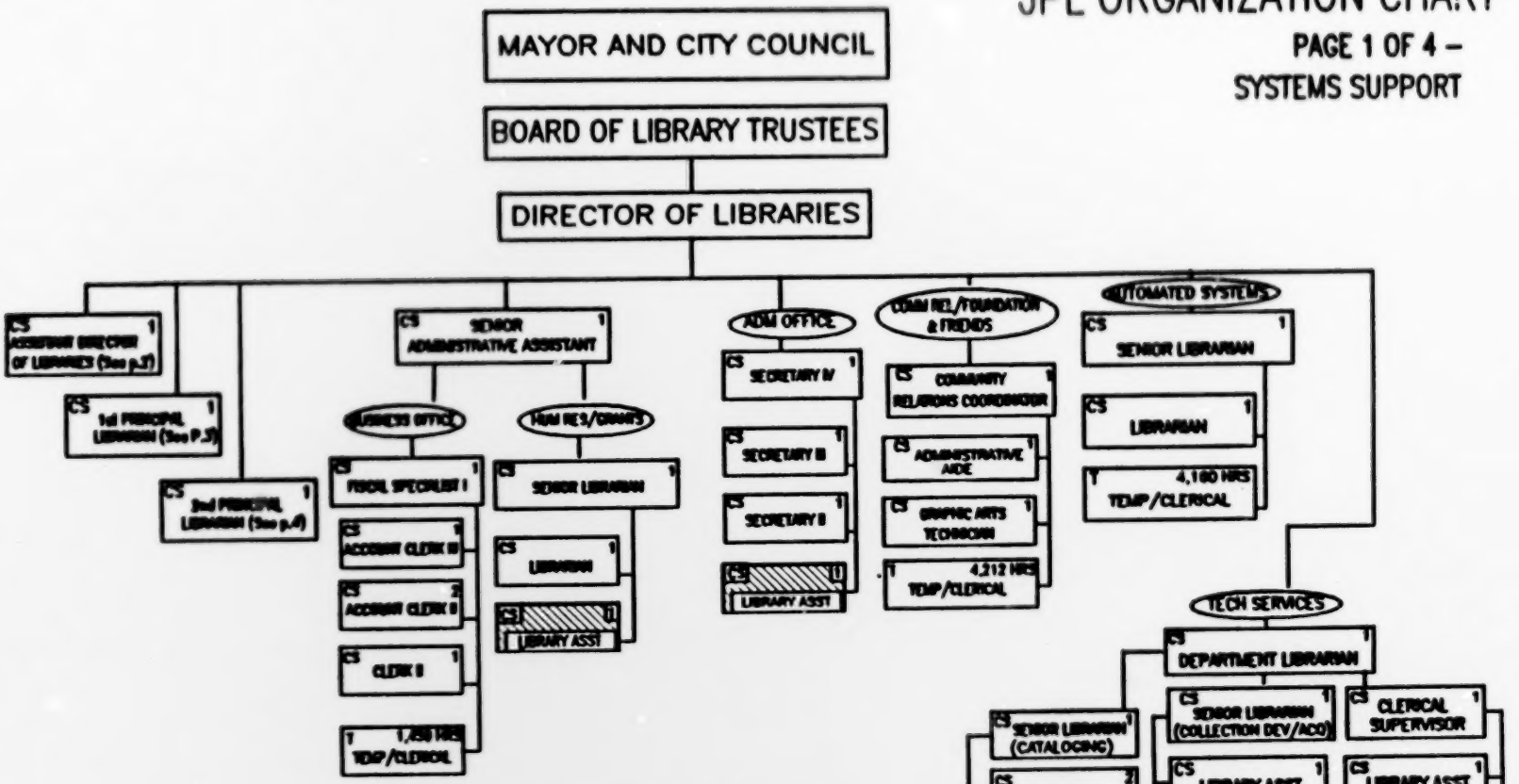
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY STAFFING AND ORGANIZATION CHART (FEBRUARY 1993)



200

JPL ORGANIZATION CHART

PAGE 1 OF 4 –
SYSTEMS SUPPORT



PERSONNEL DIVISION
☑ APPROVED ☐ DISAPPROVED
EFFECTIVE DATE 12-4-92
BY Adrienne D. Trott
ADRIENNE D. TROTT, CHIEF
Classification and Compensation

243

Orgchart1of4jo
REV 10/12/92

NOTE: Total temporary hours allocated is 174,418.

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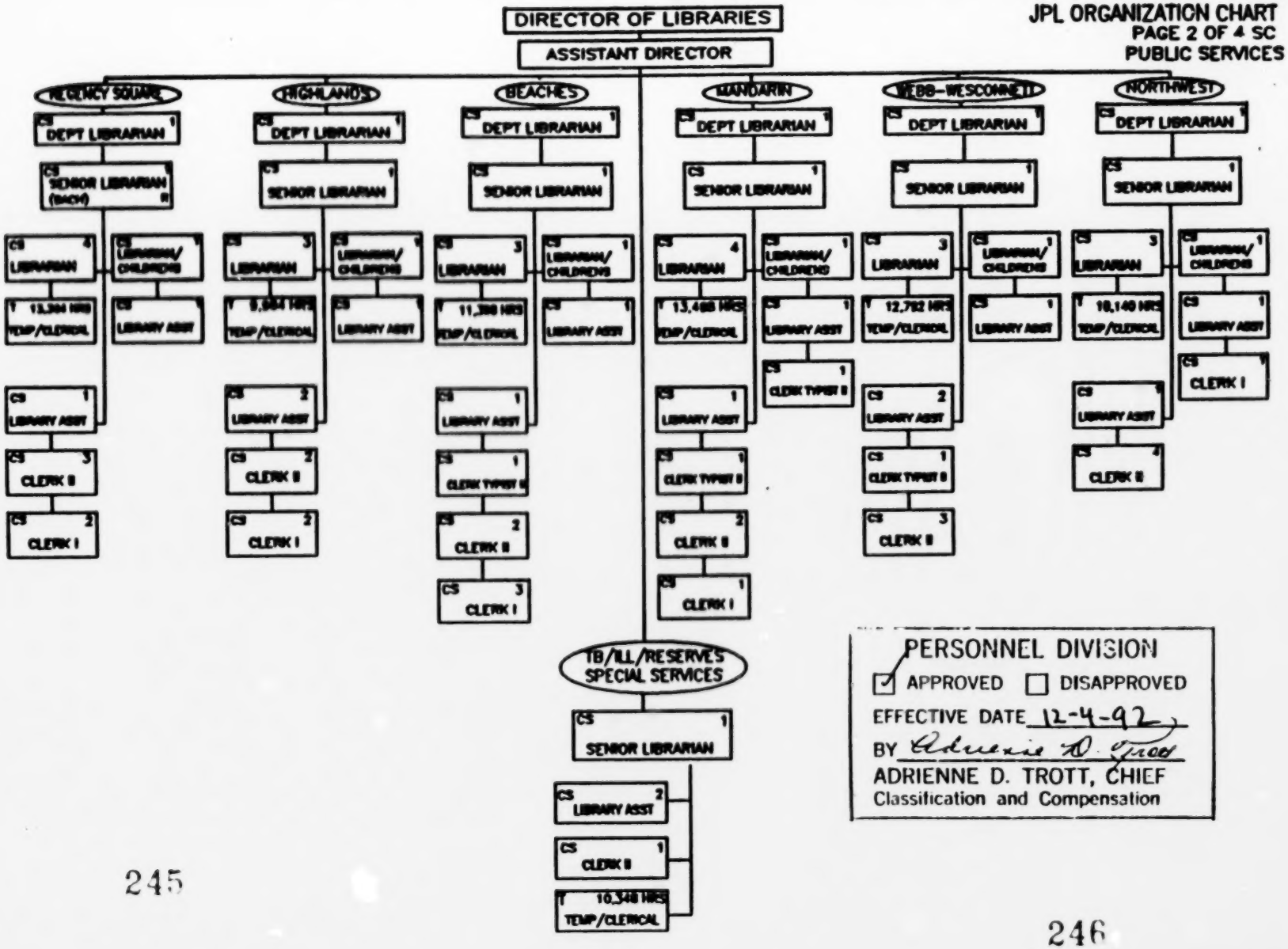

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246

orgchartp2of4sc
REV 11/12/92

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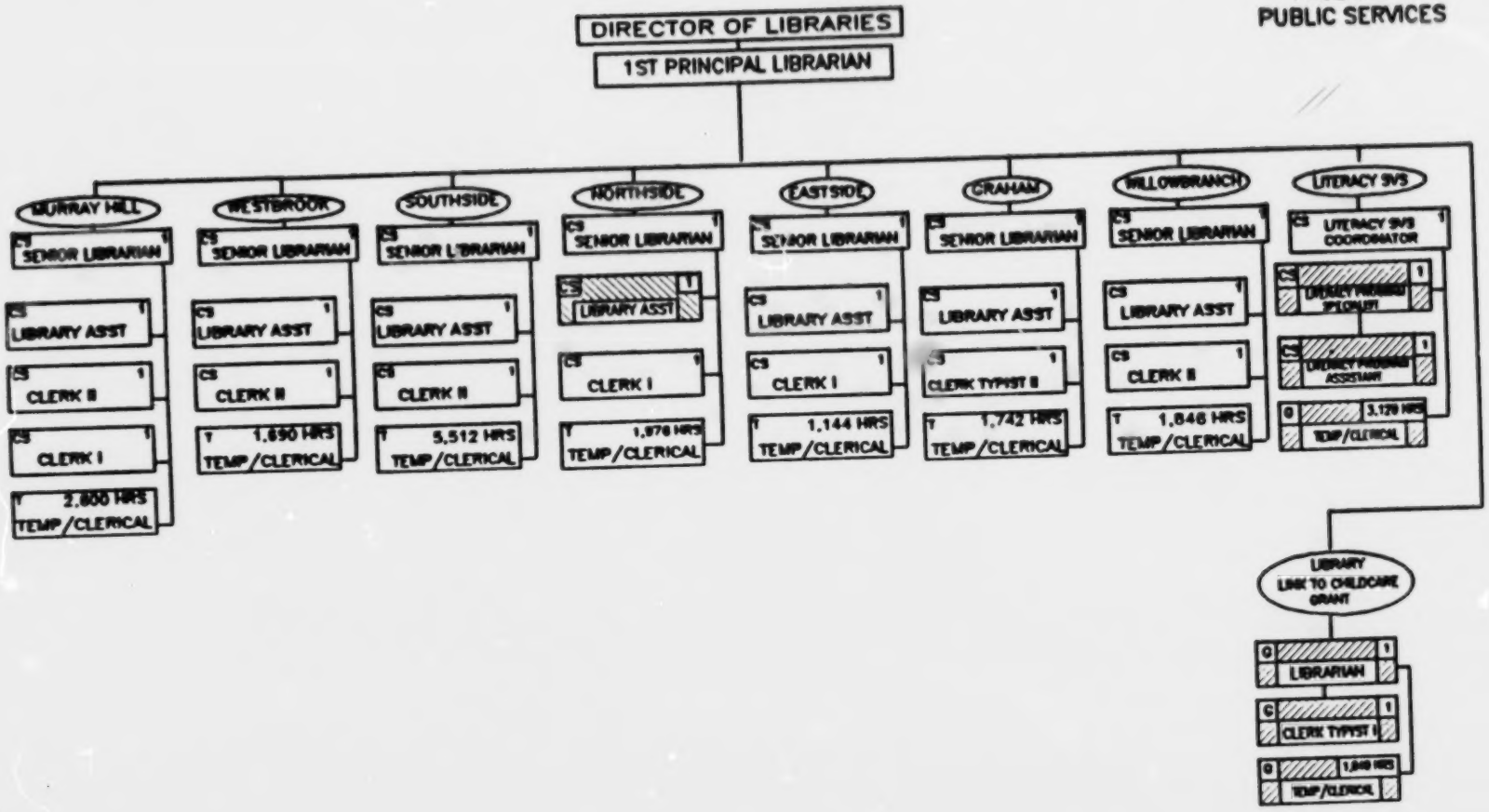
JPL ORGANIZATION CHART
PAGE 3 OF 4
PUBLIC SERVICES



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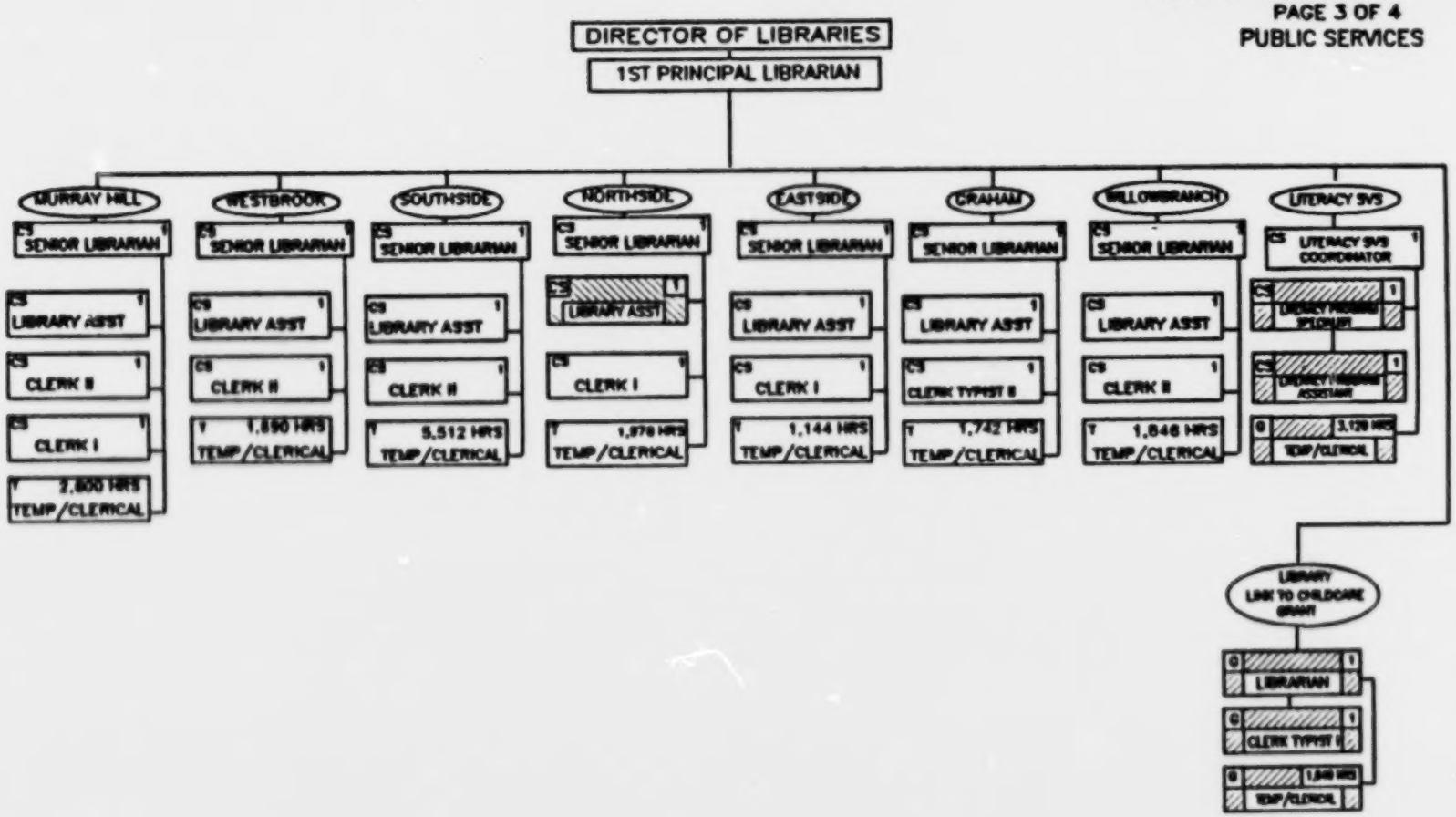
REV 12/17/92

JPL ORGANIZATION CHART
PAGE 3 OF 4
PUBLIC SERVICES



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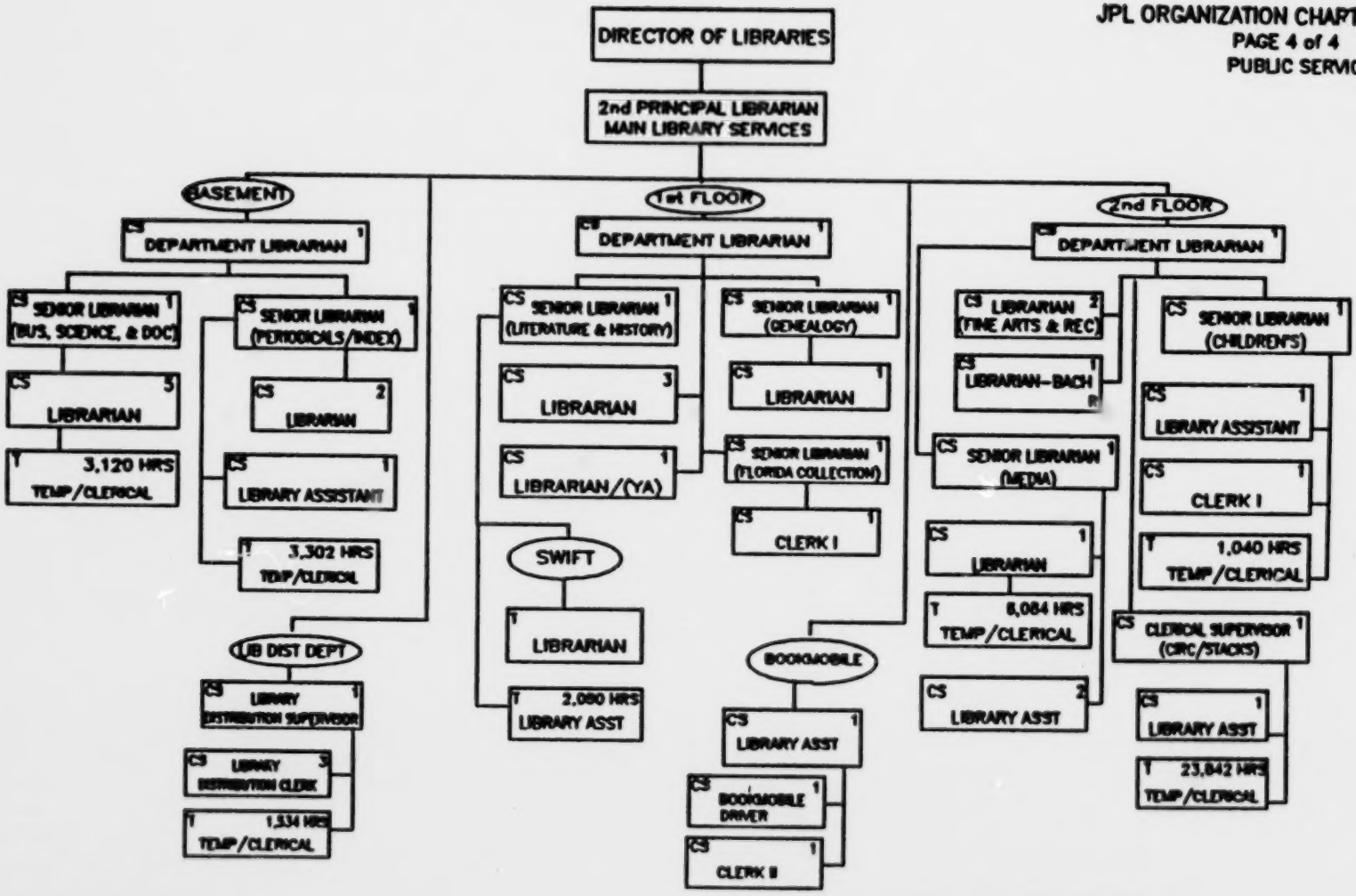
259

orgchartp3of4me
REV 12/17/92

JPL ORGANIZATION CHART
PAGE 4 of 4
PUBLIC SERVICES



PERSONNEL DIVISION
☑ APPROVED ☐ DISAPPROVED
EFFECTIVE DATE 12-4-92
BY Adrienne D. Trott
ADRIENNE D. TROTT, CHIEF
Classification and Compensation

orgchartp4of4sl
REV11/13/92

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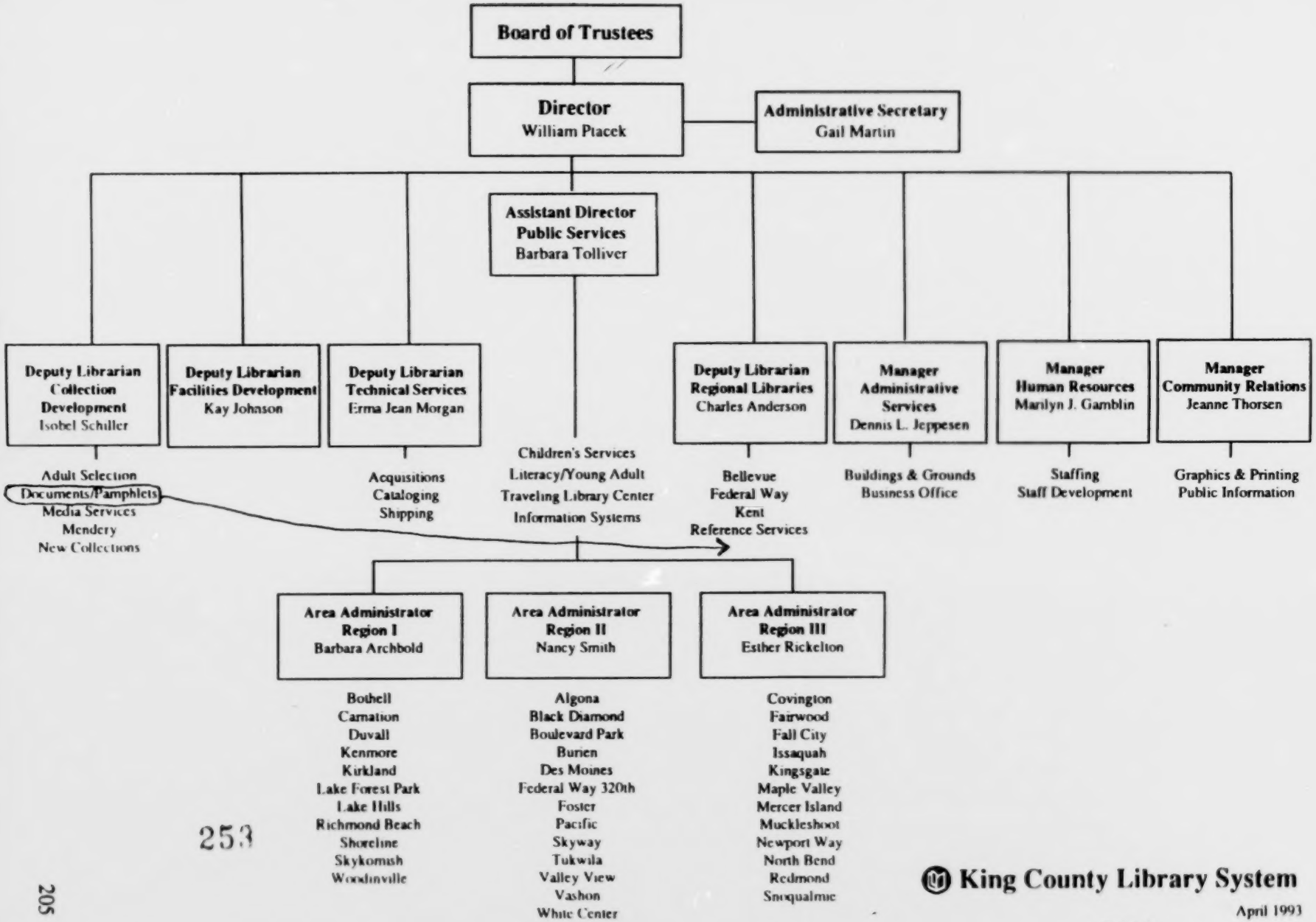

253

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King County Library System

April 1993

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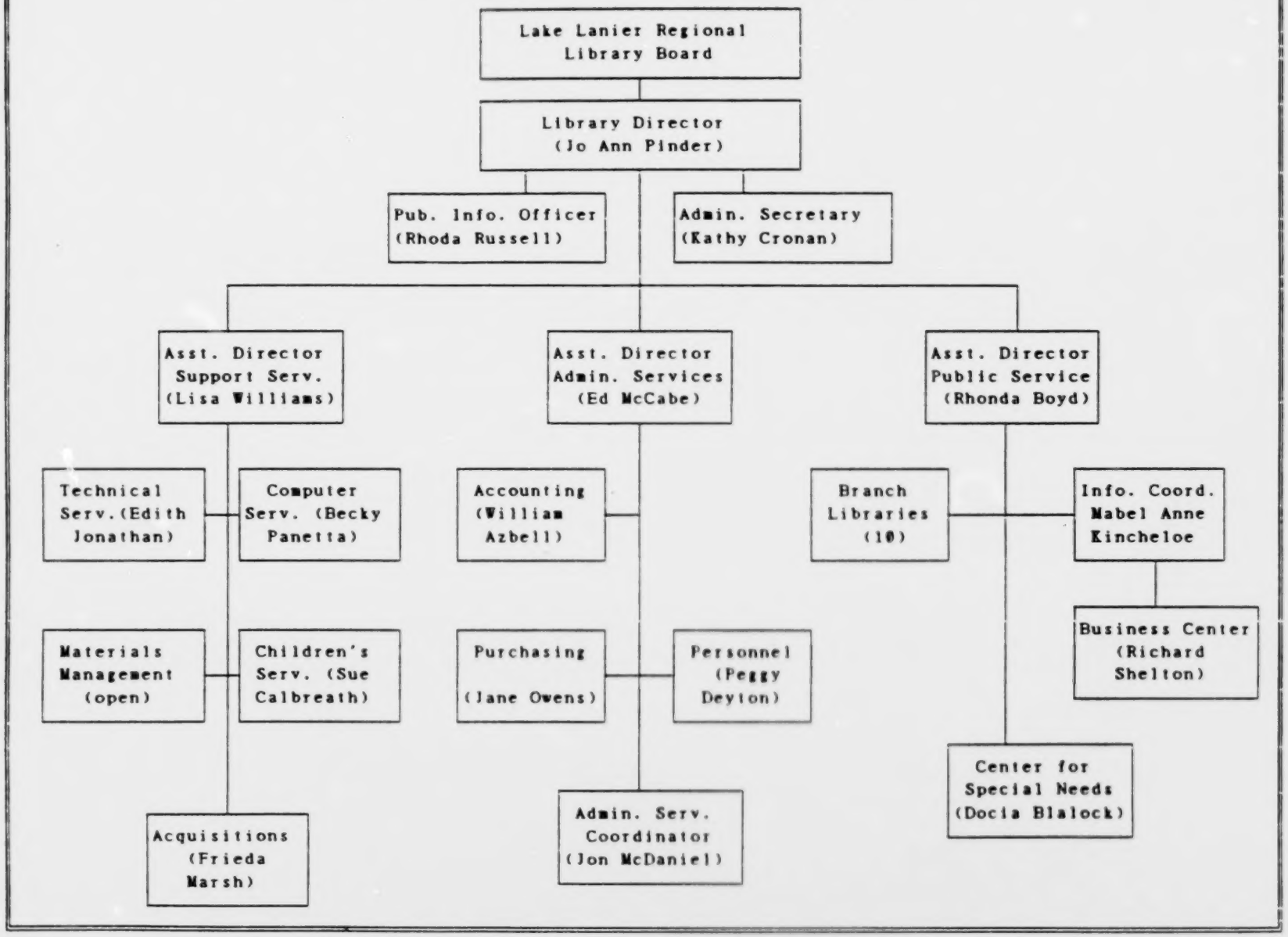
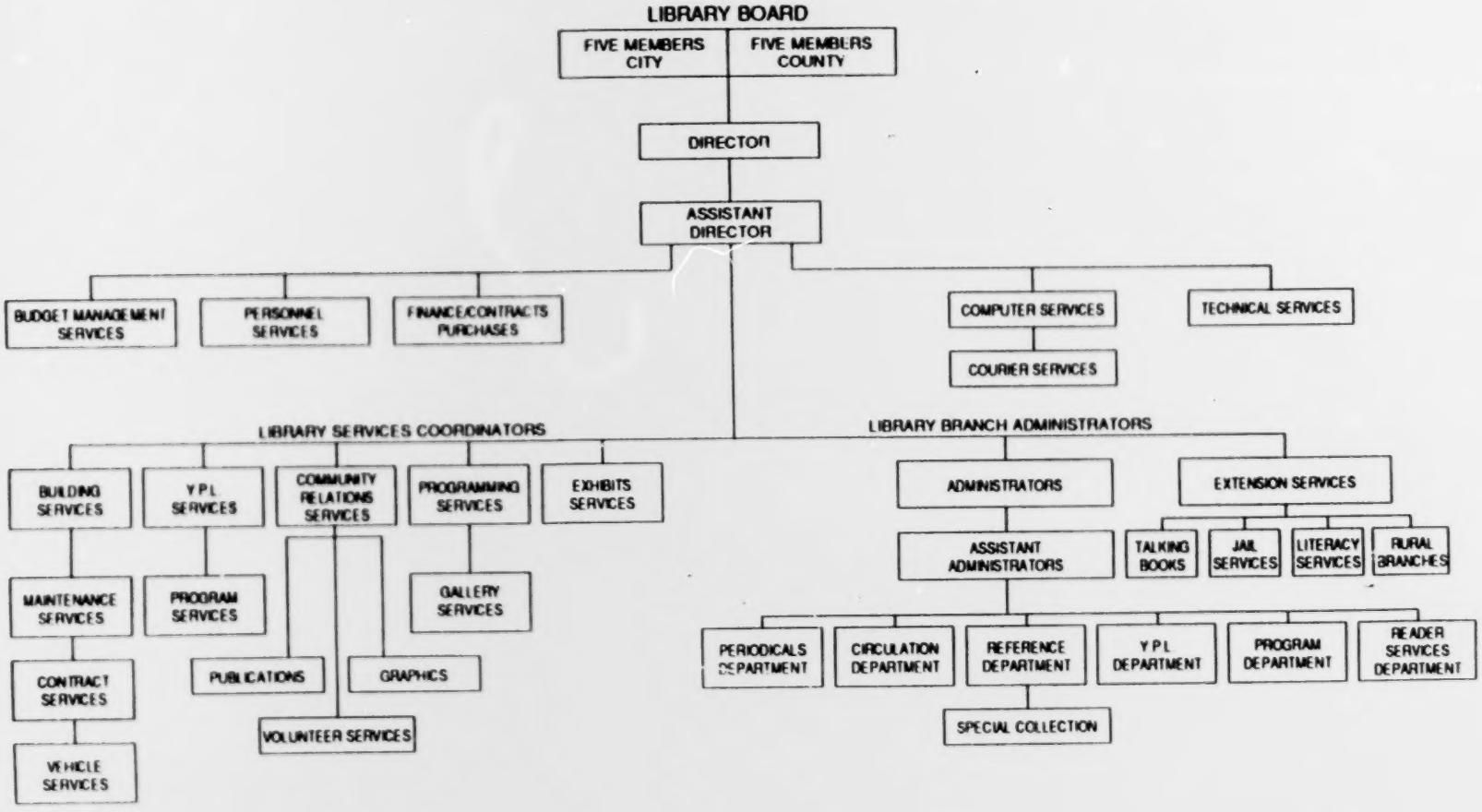
LAKE LANIER REGIONAL LIBRARY ORGANIZATIONAL CHART


Lake Lanier Regional Library Board
Library Director (Jo Ann Pinder)
Pub. Info. Officer (Rhoda Russell)
Admin. Secretary (Kathy Cronan)
Asst. Director Support Serv. (Lisa Williams)
Asst. Director Admin. Services (Ed McCabe)
Asst. Director Public Service (Rhonda Boyd)
Technical Serv. (Edith Jonathan)
Computer Serv. (Becky Panetta)
Accounting (William Azbell)
Branch Libraries (10)
Info. Coord. Mabel Anne Kincheloe
Business Center (Richard Shelton)
Materials Management (open)
Children's Serv. (Sue Calbreath)
Purchasing (Jane Owens)
Personnel (Peggy Deyton)
Center for Special Needs (Docia Blalock)
Acquisitions (Frieda Marsh)
Admin. Serv. Coordinator (Jon McDaniel)

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT ORGANIZATIONAL CHART



257

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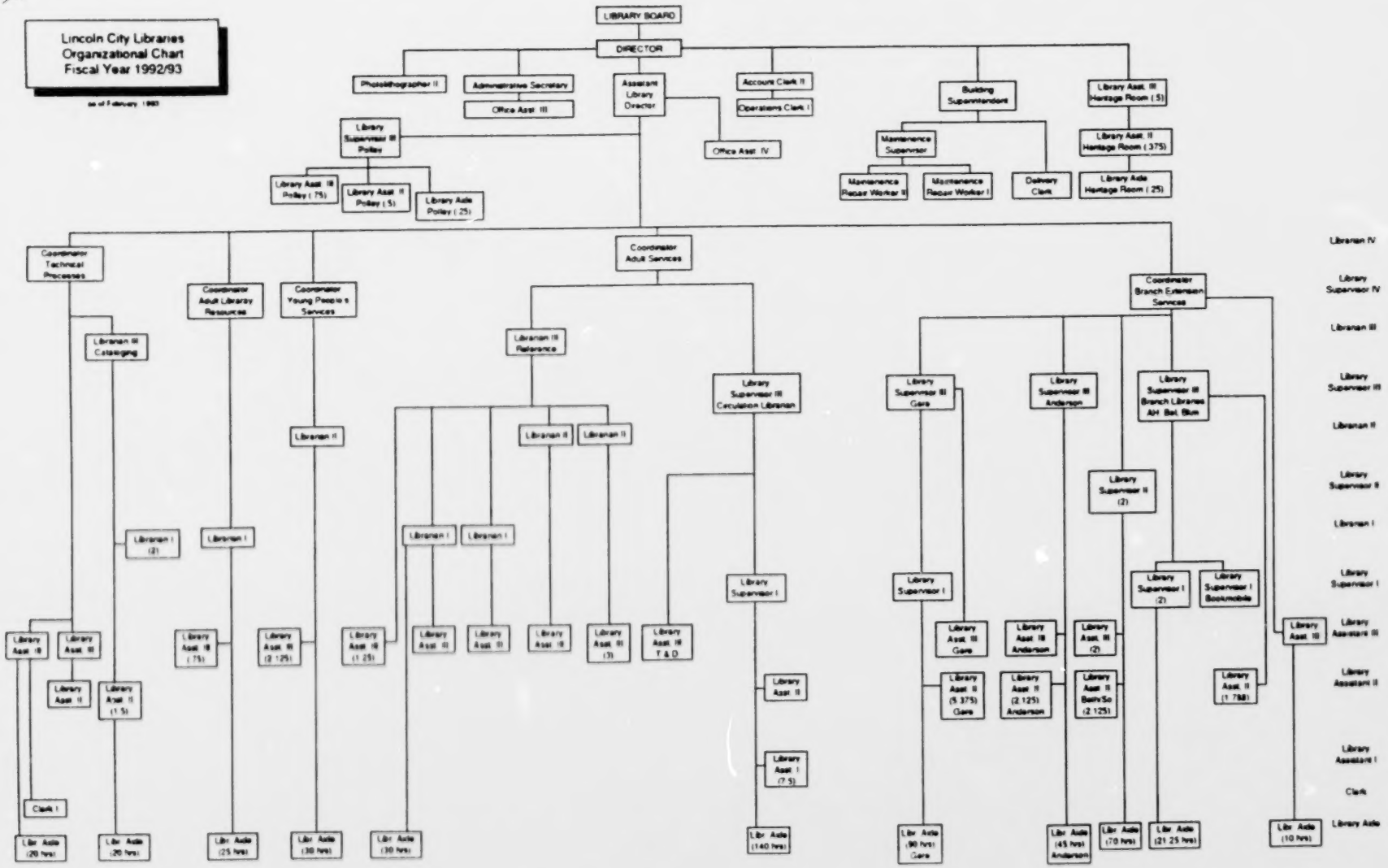

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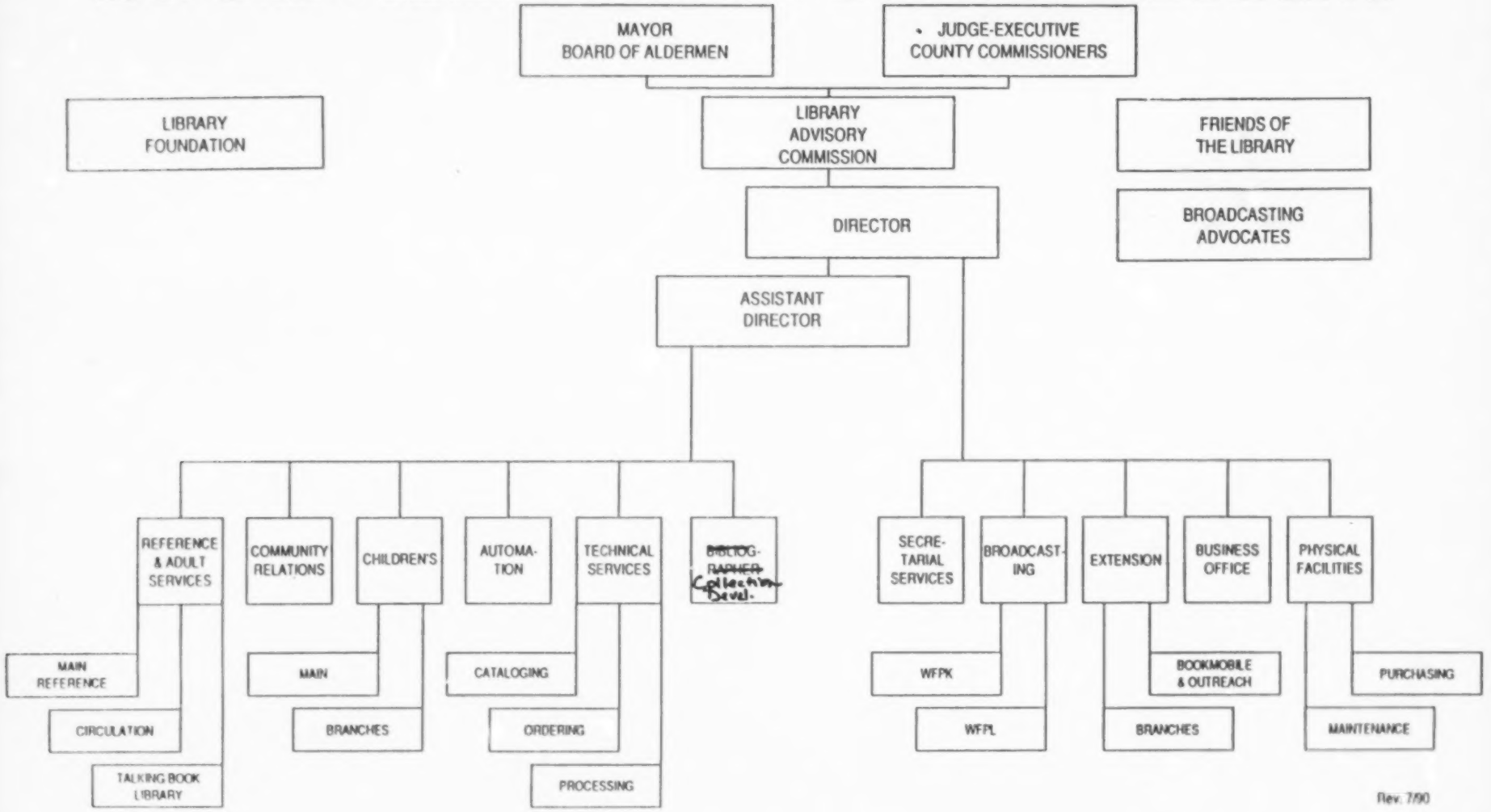
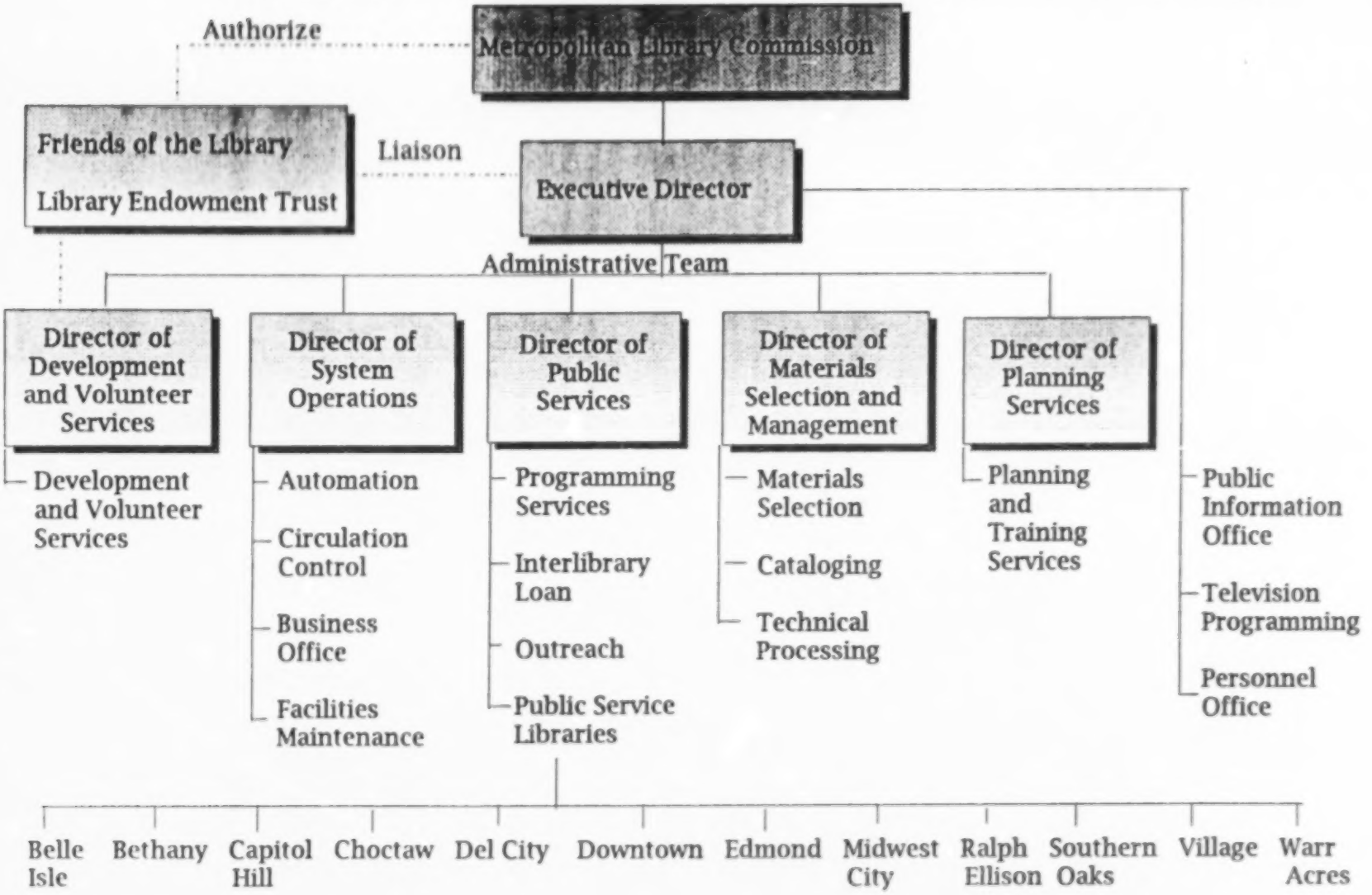
LOUISVILLE FREE PUBLIC LIBRARY



Rev. 7/90

Metropolitan Library System — *serving Oklahoma County*



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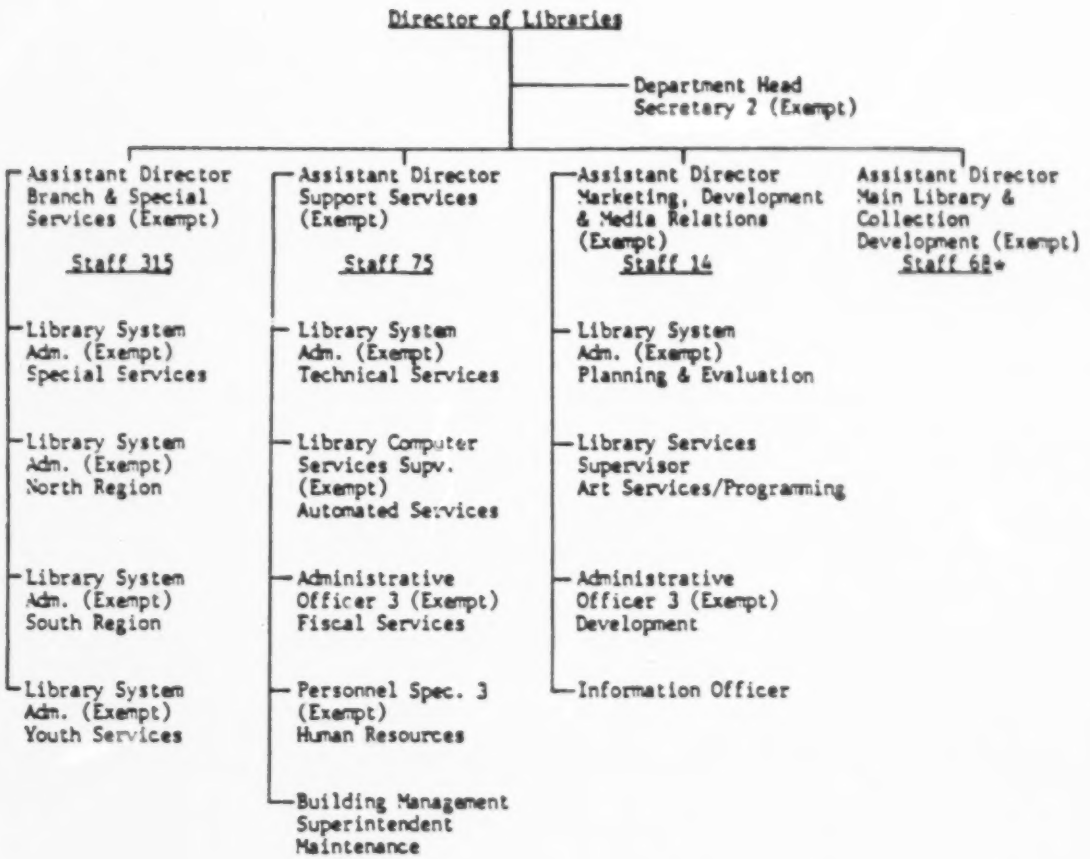
rev. 5/93

MIAMI-DADE PUBLIC LIBRARY SYSTEM **

TABLE OF ORGANIZATION

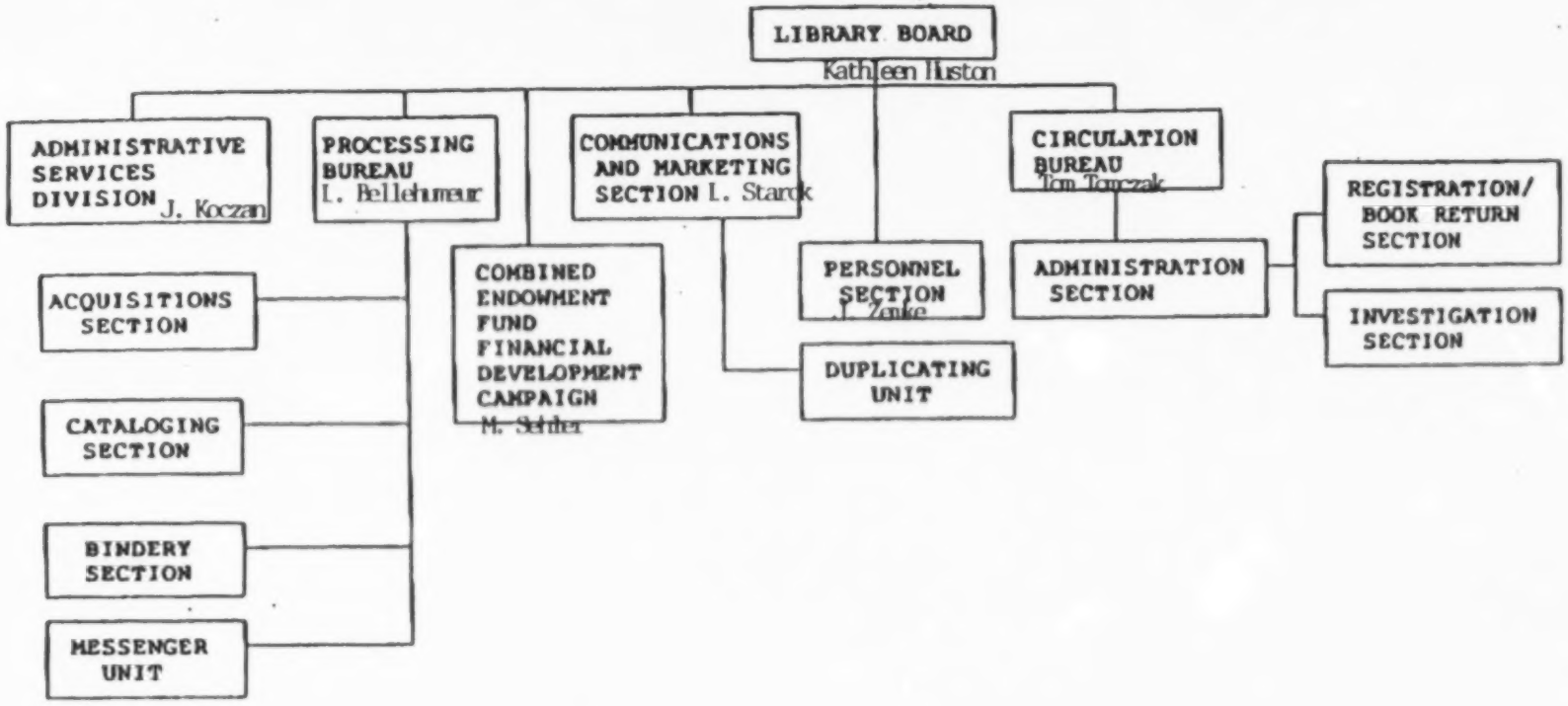

Director of Libraries
Department Head Secretary 2 (Exempt)
Assistant Director Branch & Special Services (Exempt)
Staff 315
Library System Adm. (Exempt) Special Services
Library System Adm. (Exempt) North Region
Library System Adm. (Exempt) South Region
Library System Adm. (Exempt) Youth Services
Assistant Director Support Services (Exempt)
Staff 75
Library System Adm. (Exempt) Technical Services
Library Computer Services Supv. (Exempt) Automated Services
Administrative Officer 3 (Exempt) Fiscal Services
Personnel Spec. 3 (Exempt) Human Resources
Building Management Superintendent Maintenance
Assistant Director Marketing, Development & Media Relations (Exempt)
Staff 14
Library System Adm. (Exempt) Planning & Evaluation
Library Services Supervisor Art Services/Programming
Administrative Officer 3 (Exempt) Development
Information Officer
Assistant Director Main Library & Collection Development (Exempt)
Staff 68*

* Includes the Wolfson Center staff of 4.

** NO PART TIME POSITIONS REFLECTED ABOVE.

Revised 4/93

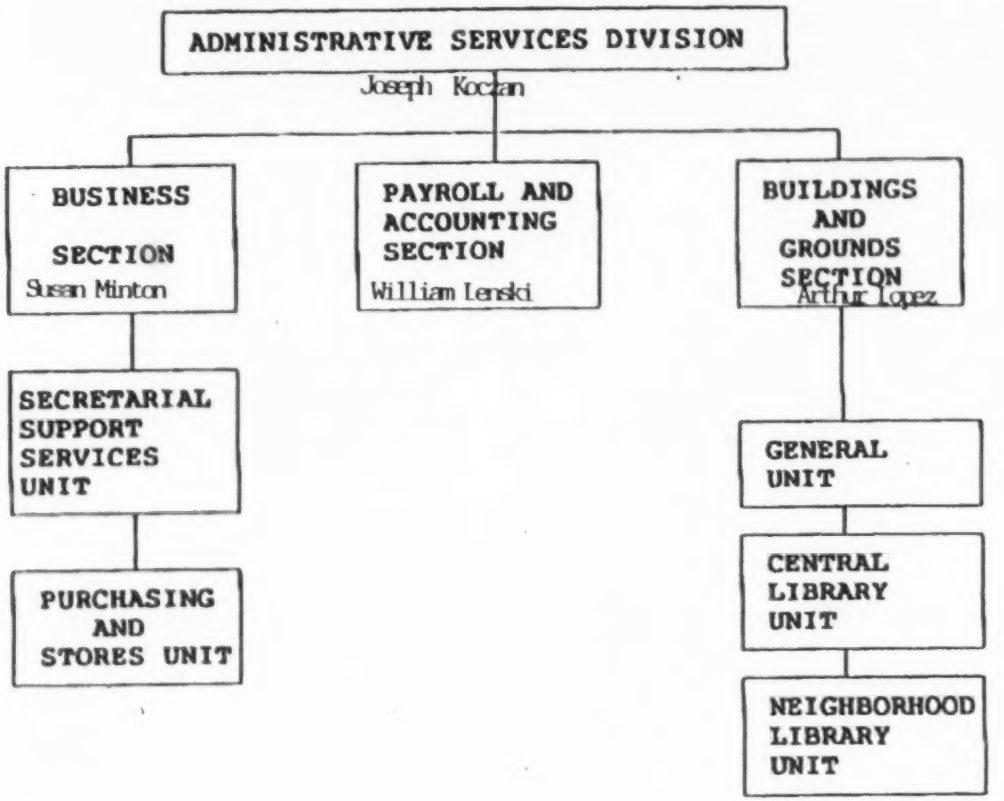
LIBRARY BOARD
ADMINISTRATIVE SERVICES DECISION UNIT



Kathleen M Huston
DU Manager Signature

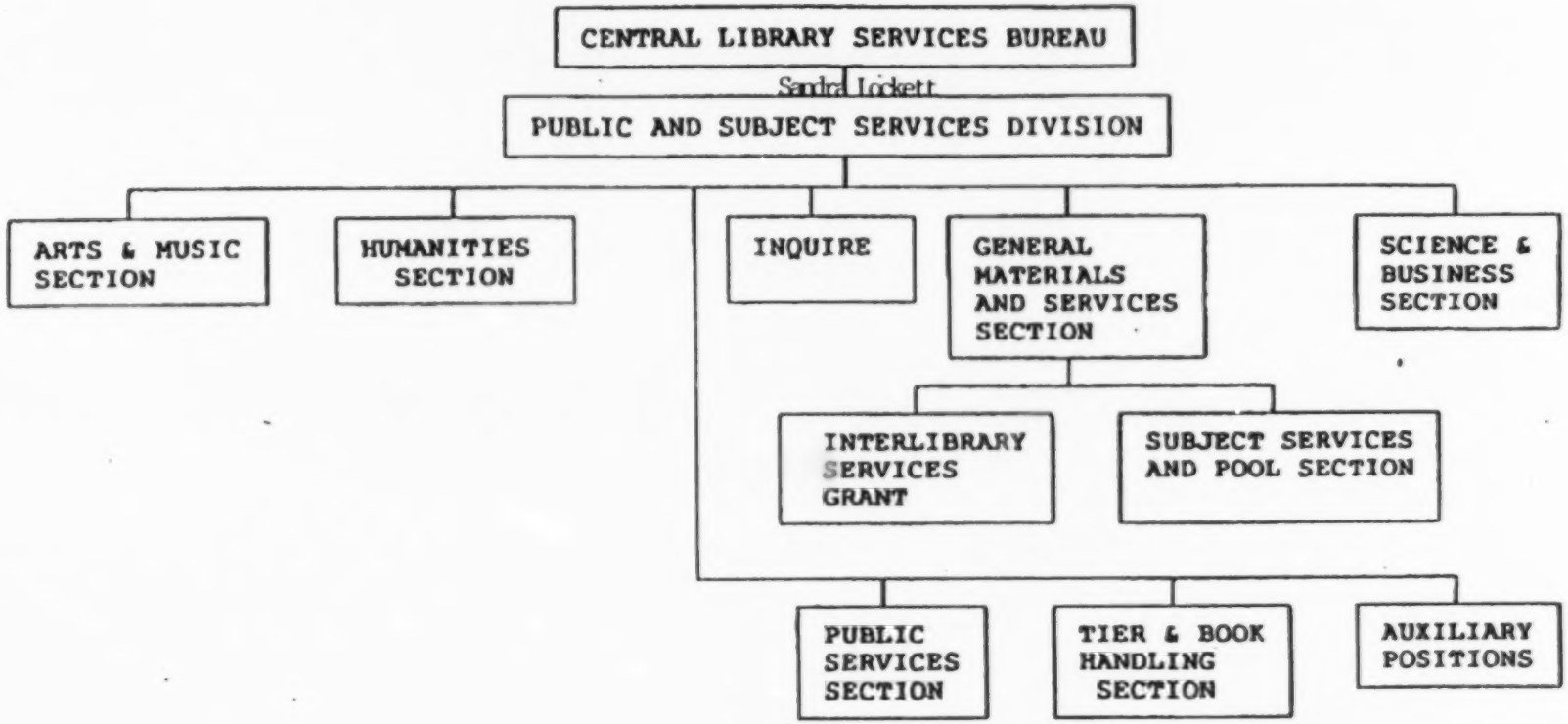
FEB-12-93 FRI 12:18 BOD/IRD P.05

ADMINISTRATIVE SERVICES DECISION UNIT



Joseph J. Koczan
DU Manager Signature

FEB-12-93 FRI 12:17 DOA/IRD P.02

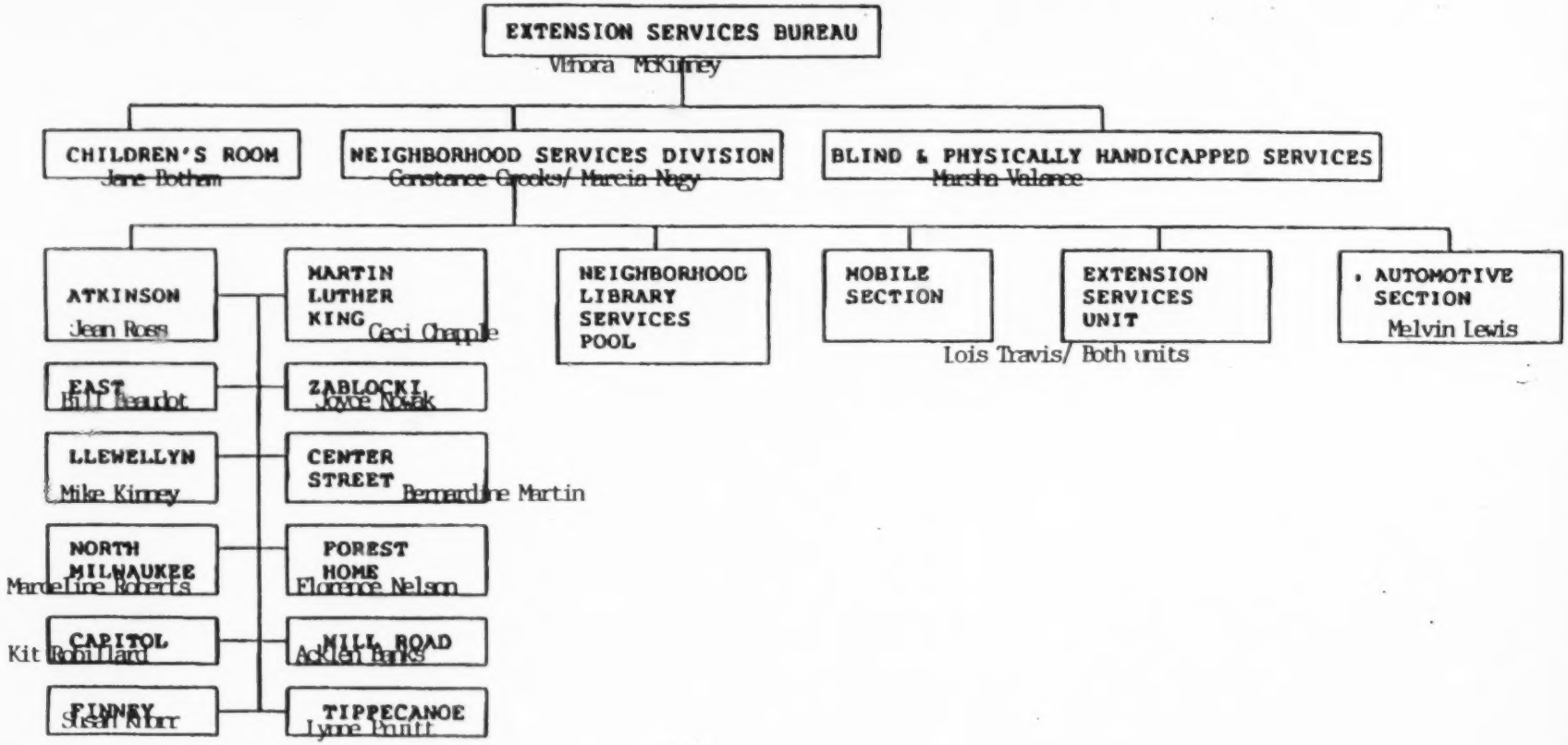


Sandra B. Lockett

DU Manager Signature

FEB-12-93 FRI 12:18 DOA/IRD P.04

LIBRARY BOARD
NEIGHBORHOOD LIBRARY AND EXTENSION UNIT
DECISION UNIT



Bernard W. McKinney
DU Manager Signature

272

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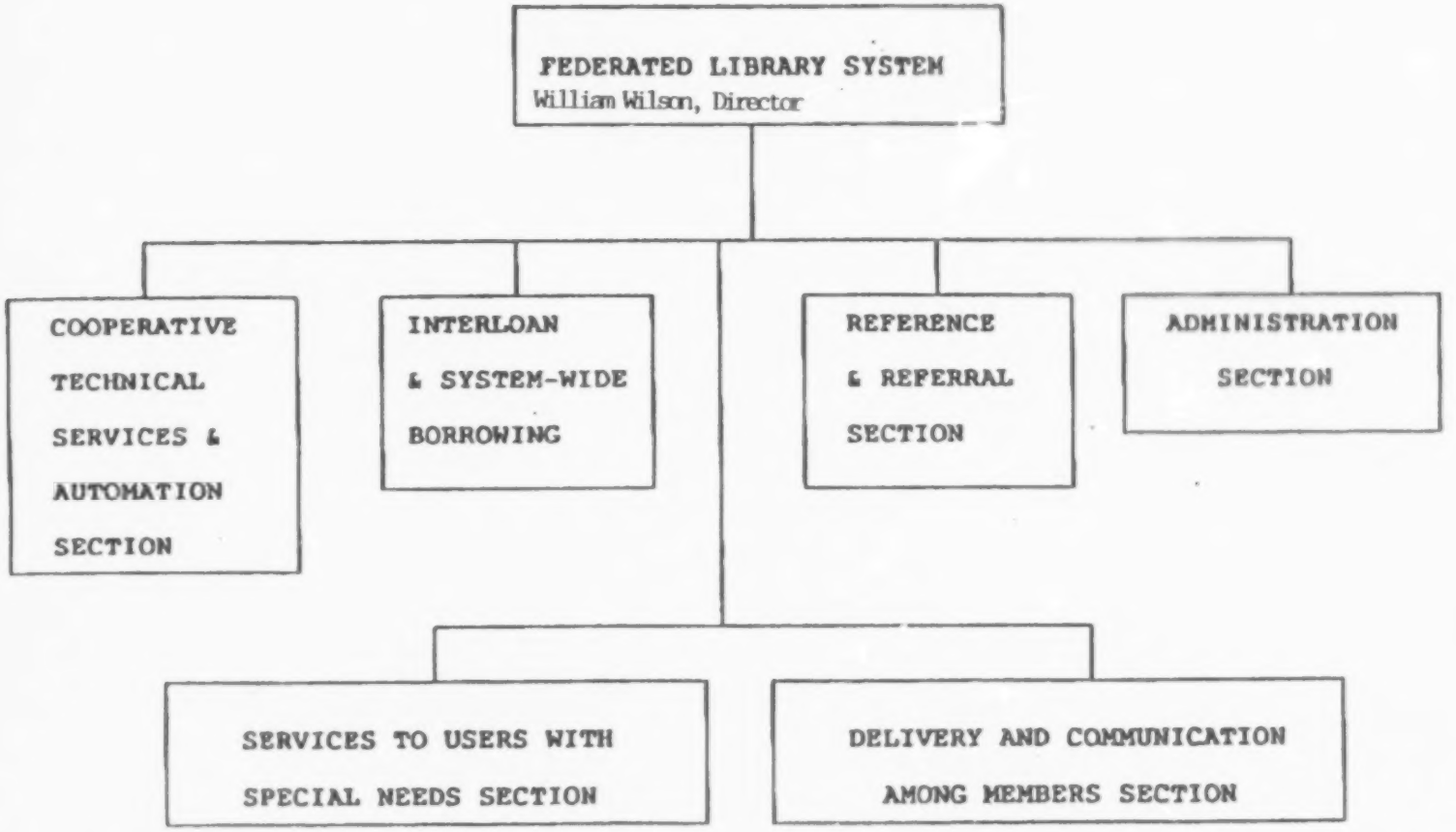
FEB-12-93 FRI 13:14 DOA/IRD -49- 215

FEB-12-82 FRI 12:17 DOA/IRD P.03

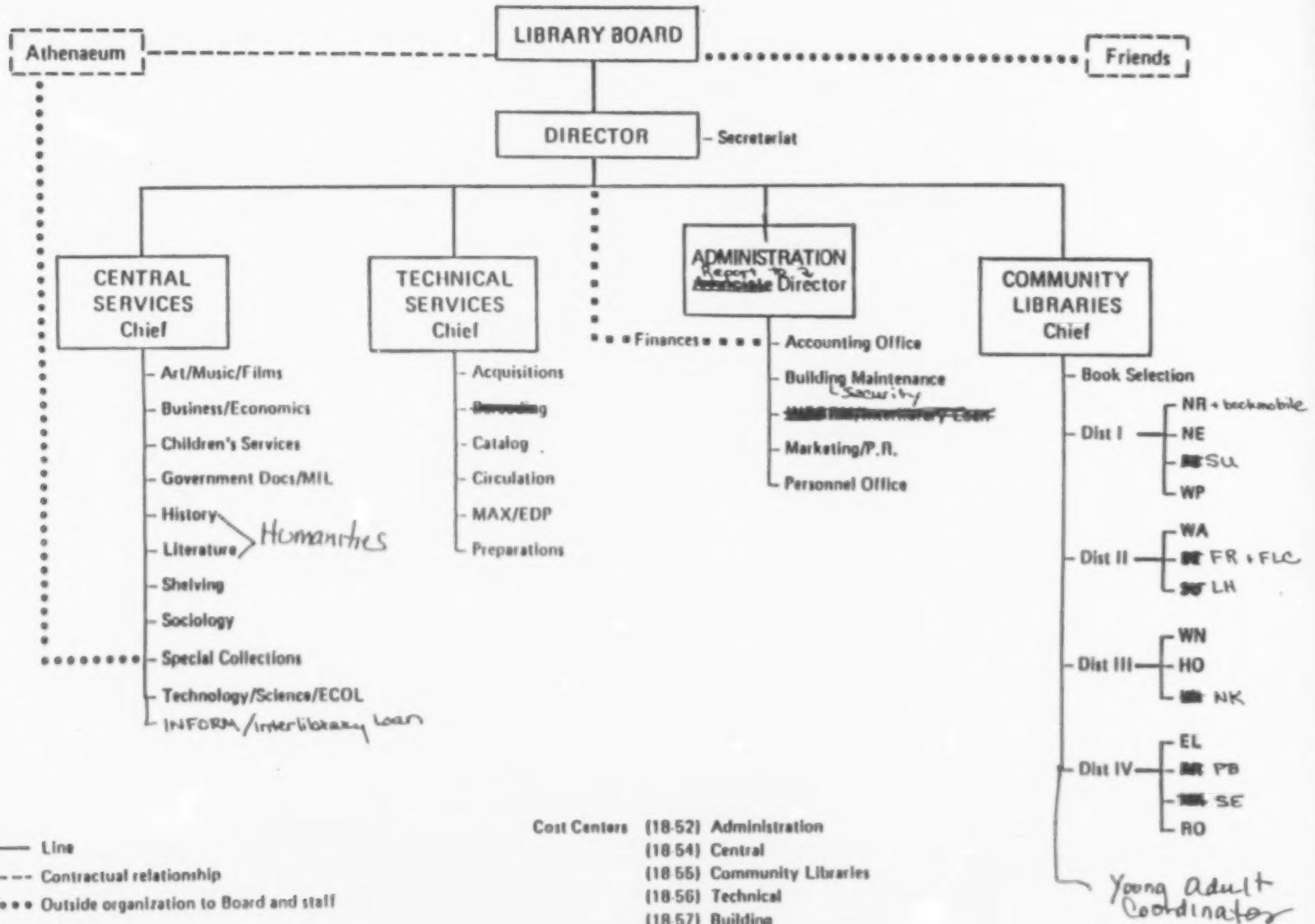

FEDERATED LIBRARY SYSTEM
William Wilson, Director
COOPERATIVE TECHNICAL SERVICES & AUTOMATION SECTION
INTERLOAN & SYSTEM-WIDE BORROWING
REFERENCE & REFERRAL SECTION
ADMINISTRATION SECTION
SERVICES TO USERS WITH SPECIAL NEEDS SECTION
DELIVERY AND COMMUNICATION AMONG MEMBERS SECTION

Kathleen M. Huston

DU Manager Signature

MINNEAPOLIS PUBLIC LIBRARY AND INFORMATION CENTER

Organization Chart

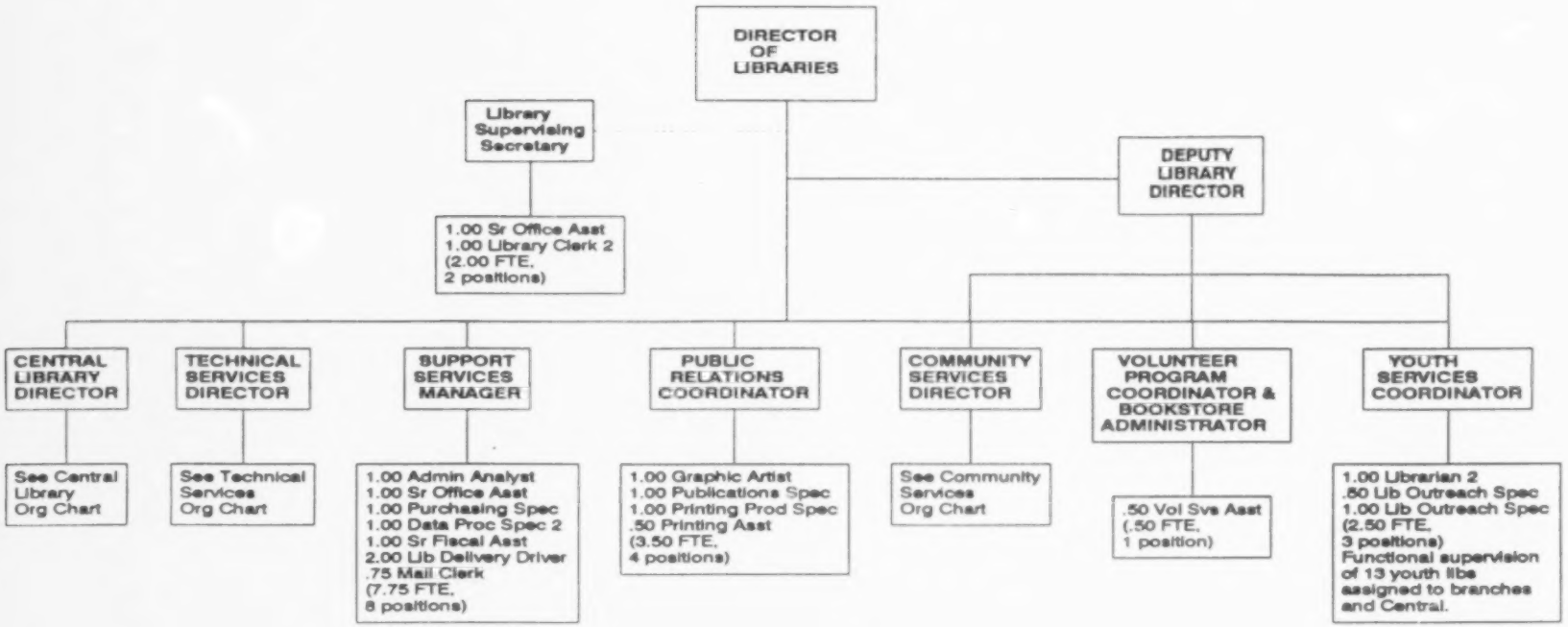


Key:

- Line
- Contractual relationship
- Outside organization to Board and staff
- Advisory

Cost Centers (18-52) Administration
(18-54) Central
(18-55) Community Libraries
(18-56) Technical
(18-57) Building
(18-58) Special Services

MULTNOMAH COUNTY LIBRARY



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3/18/93

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THE NEW YORK PUBLIC LIBRARY
SCHEMATIC OVERVIEW

The Electorate
- The Mayor
- Comptroller
- President of the City Council

Board of Trustees

The Branch Libraries Council

Office of the President
- Government Affairs
- Library Council

Committee on The Research Libraries

The Branch Libraries
- Bronx Borough
- Manhattan Borough
- Staten Island Borough
- Central Library Services
- Programs & Services
- Technical & Computer Services

Office of the Executive Vice President
Administrative Services

Development
- Annual Fund
- Corporate Relations
- Foundation Relations
- Major Gifts
- Planned Giving

External Affairs
- Special Events
- Public Relations
- Graphics
- Public Education Program
- Exhibitions
- Publications

Human Resources
- Affirmative Action
- Benefits
- Compensation
- Employment & Placement
- Labor Relations
- Safety
- Training

Finance & Systems
- Budget
- Accounting & Payroll
- Purchasing, Shipping, Duplicating
- Library Information & On Line Network Systems

Plant Management & Construction
- Facilities Maintenance
- Security
- Construction

The Research Libraries
- Access Services
- Humanities & Social Sciences
- Library for the Performing Arts
- Preservation Services
- Schomburg Center for Research in Black Culture
- Science, Industry & Business
- Special Collections

OVERVIEW CHT/ks
27-Aug-92

MAY 21 '93 16:19 NYPL HUMAN RESOURCES

OMAHA PUBLIC LIBRARY

BOARD OF THE OMAHA PUBLIC LIBRARY (9 Members)

- 1 - Library Director
  - 1 - Exec. Secretary
    - 1 - Clk. Typ. II
  - 1 - Asst. Library Director

COMMUNITY SERVICES
1 - Libn. II
1 - Lib. Spec. (1/2)
1 - Clk. I (p/t)

FISCAL
1 - Fiscal Spec.

DELIVERY SERVICE
1 - Clk. Messenger
1 - Clk. Messenger (p/t)

MAIN LIBRARY
Supervisor
1 - Libn. III

INFORMATION
1 - Libn. II

Reference Center
2 - Libn. I
1 - Clk. Typ. II

Circulation
1 - Off. Supv.
1 - Clk. Typ. I
3 - Clk. I
Lib. Pages

BUSINESS/SCIENCE & TECHNOLOGY (Incls. Gov't Documents)
1 - Libn. II
2 - Libn. I
2 - Lib. Spec.
1 - Clk. Typ. I
Lib. Pages

LANGUAGE & LITERATURE (Incls. Popular Books)
1 - Libn. II
2 - Libn. I
Lib. Pages

ART & MUSIC
1 - Libn. II
1 - Libn. I
Lib. Pages

HISTORY/BIOGRAPHY/TRAVEL (Incls. Local History & Genealogy)
1 - Libn. II
3 - Libn. I
Lib. Pages

SOCIAL SCIENCES (Incls. Microfilm
1 - Libn. II
1 - Libn. I
1 - Lib. Spec.
1 - Clk. I (p/t)
Lib. Pages

TECHNICAL SERVICES
Supervisor
1 - Libn. III

CATALOG
1 - Libn. II
1 - Libn. I
1 - Libn. I (p/t)
5 - Clk. Typ. II
Lib. Pages

ORDER
1 - Fiscal Spec.
1 - Clk. Typ. II
1 - Clk. I

ADULT SERVICES
Supervisor
1 - Libn. III
1 - Clk I (p/t

MILTON R. ABRAHAMS
1 - Libn. II
2 - Libn. I
3 - Lib. Spec.
1 - Clk. Typ. I
1 - Clk. (p/t)
Lib. Pages

A. V. SORENSEN BRANCH
1 - Libn. II
1 - Libn. I
1 - Clk. Typ. I (1/2)
Lib. Pages

BENSON BRANCH
1 - Libn. II
1 - Libn. I
1 - Lib. Spec. (1/2)
1 - Clk. Typ. I (1/2)
Lib. Pages

FLORENCE BRANCH
1 - Libn. II
1 - Libn. I
1 - Clk. Typ. I (1/2)
Lib. Pages

MILLARD BRANCH
1 - Libn. II
2 - Libn. I
2 - Lib. Spec.
1 - Clk. Typ. I
1 - Clk. I (p/t)
Lib. Pages

CHILDREN'S SERVICES
Supervisor
1 - Libn. III

MAIN LIBRARY CHILDREN'S DEPT.
1 - Lib. Spec.
1 - Lib. Spec. (1/2)
Lib. Page

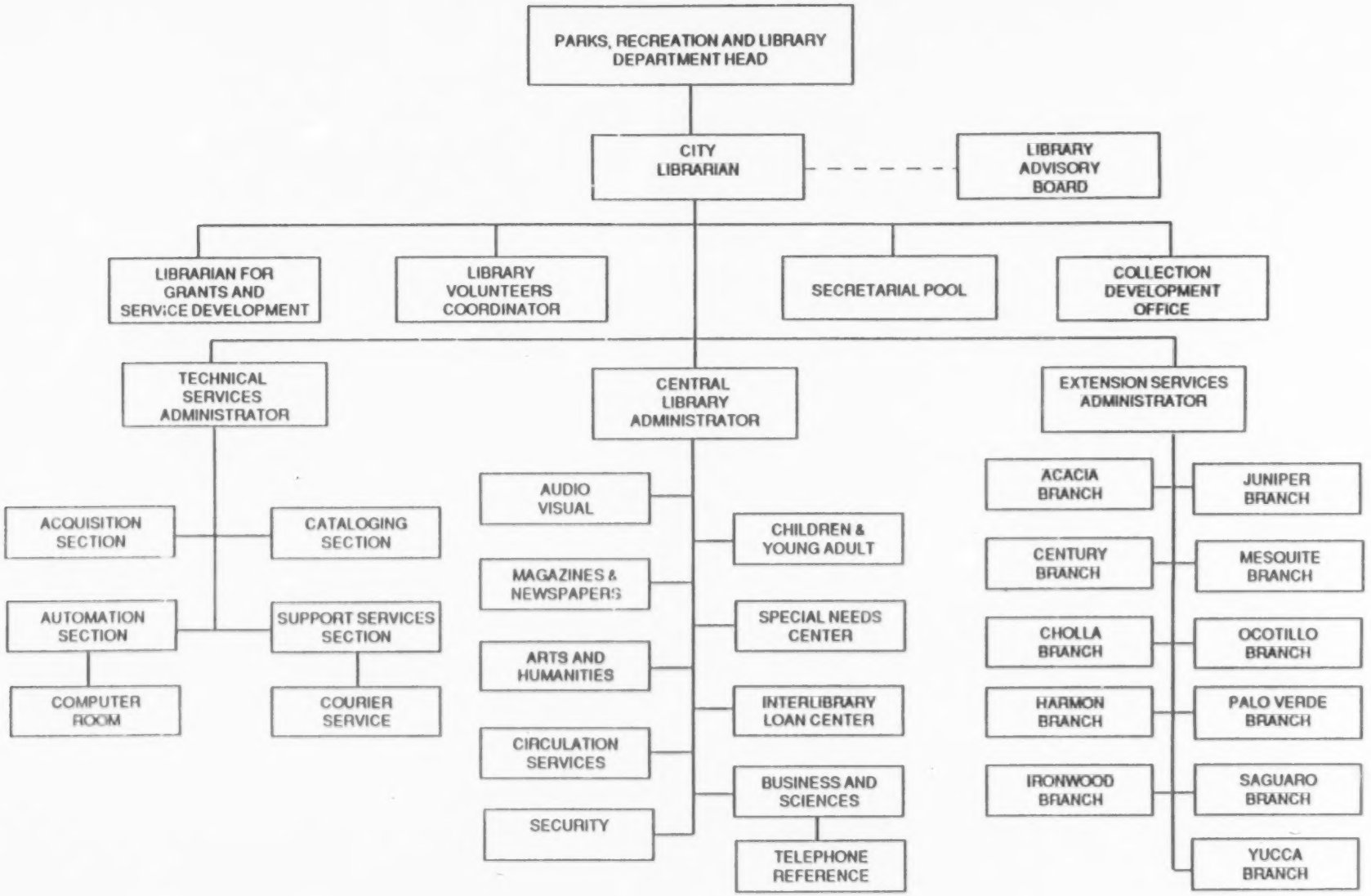
SOUTH BRANCH
1 - Libn. II
1 - Libn. I
1 - Lib. Spec. (1/2)
1 - Clk. Typ. I (1/2)
Lib. Pages

W. CLARKE SWANSON
1 - Libn. II
3 - Libn. I
3 - Lib. Spec.
1 - Clk. Typ. I
Lib. Pages

CHARLES B. WASHINGTON
1 - Libn. II
1 - Libn. I
1 - Lib. Spec.
1 - Clk. Typ. I
Lib. Pages

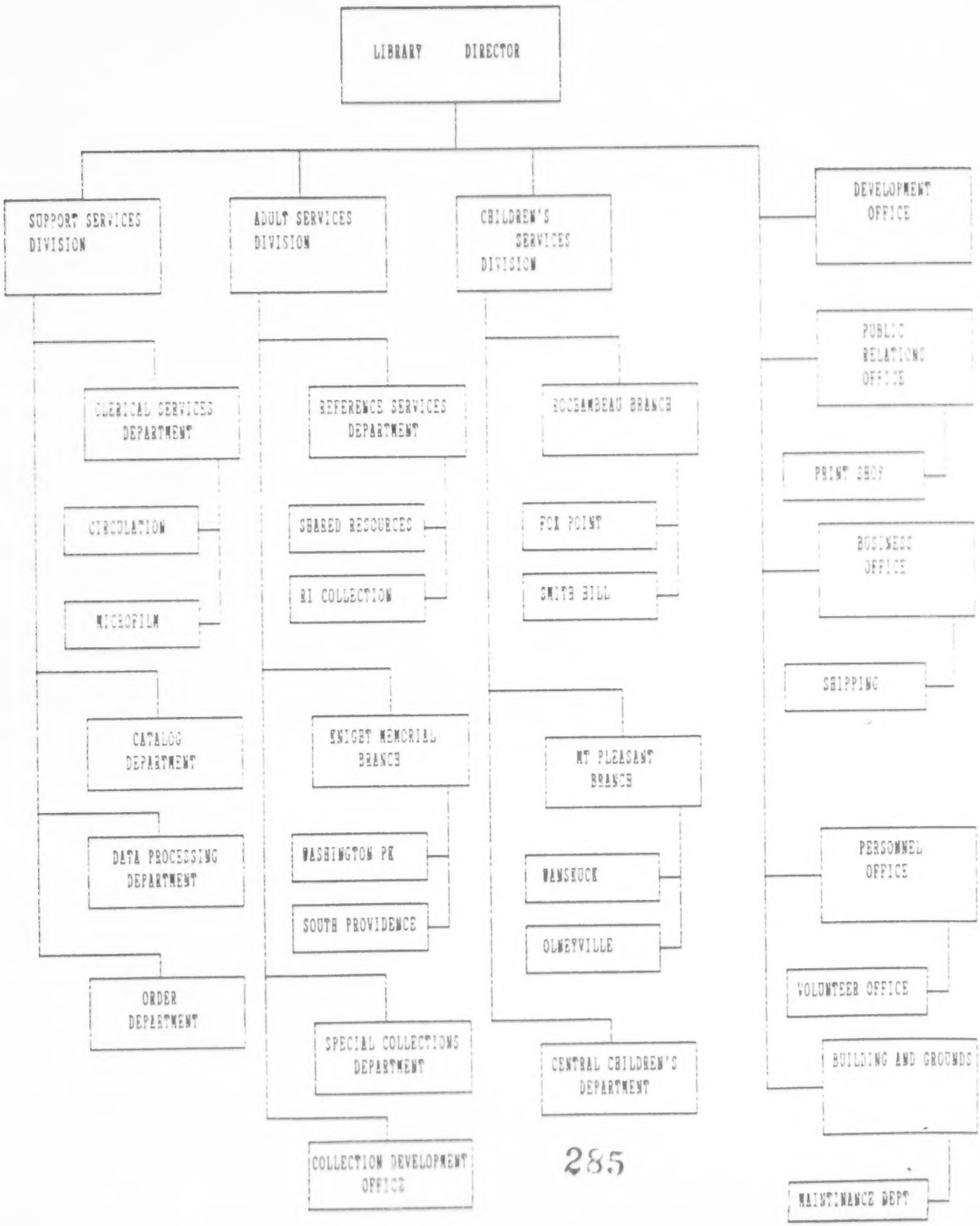
WILLA CATHER BRANCH
1 - Libn. II
1 - Libn. I
2 - Lib. Spec.
1 - Clk. Typ. I
Lib. Pages

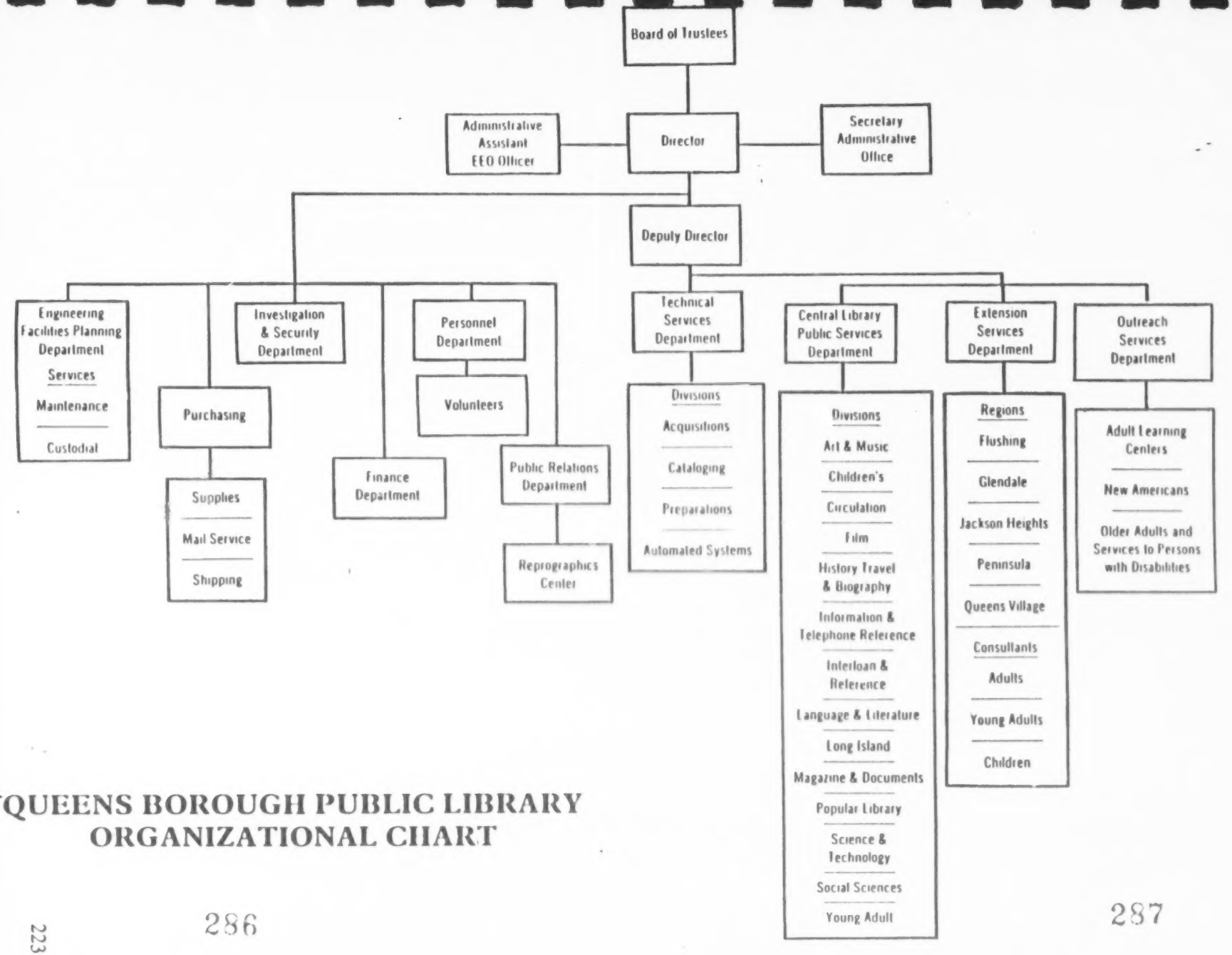
Phoenix Public Library Organization Chart



PROVIDENCE PUBLIC LIBRARY

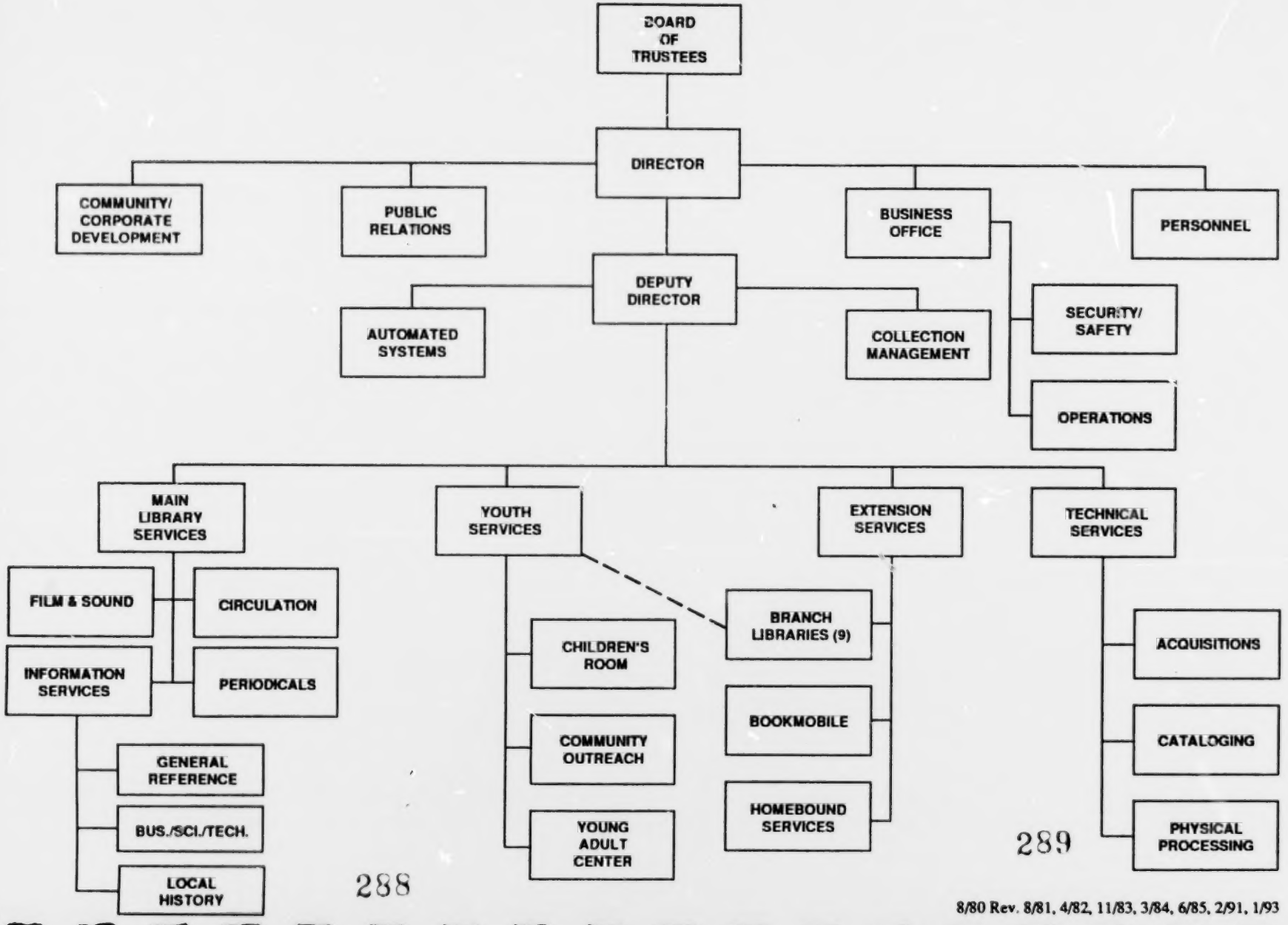
1991-92





QUEENS BOROUGH PUBLIC LIBRARY
ORGANIZATIONAL CHART

Richland County Public Library
Organizational Chart



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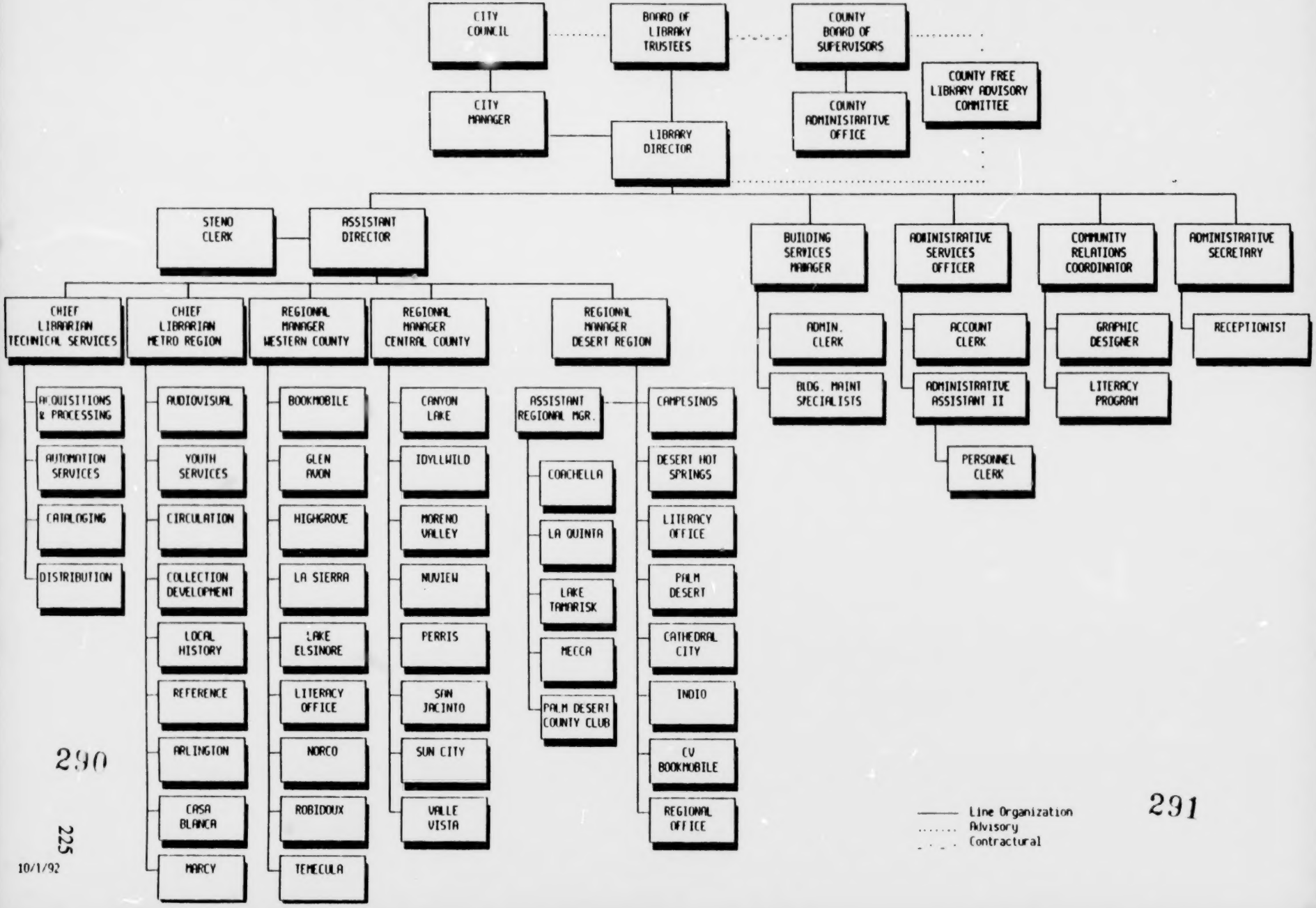
8/80 Rev. 8/81, 4/82, 11/83, 3/84, 6/85, 2/91, 1/93

RIVERSIDE CITY & COUNTY PUBLIC LIBRARY
ORGANIZATION CHART

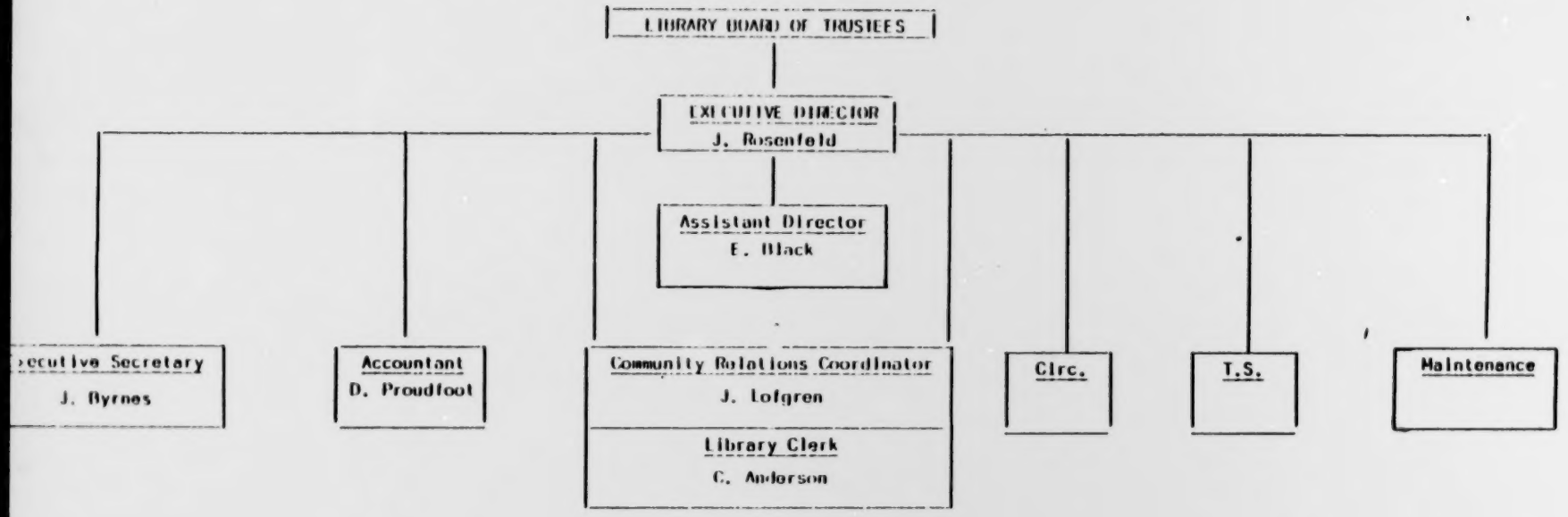


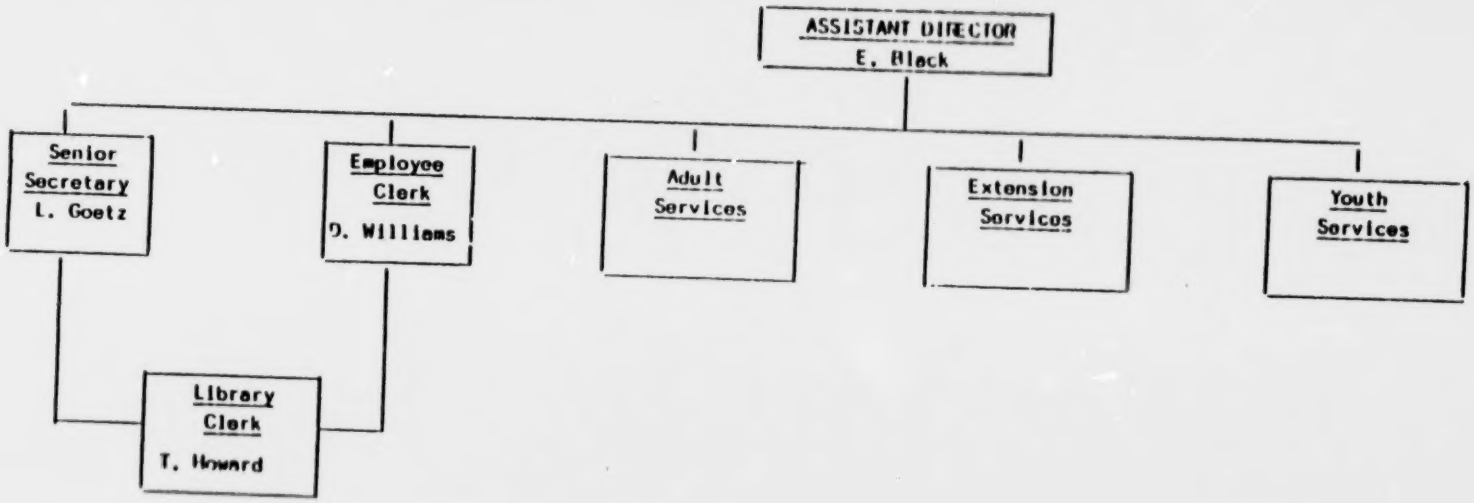
290

291

225

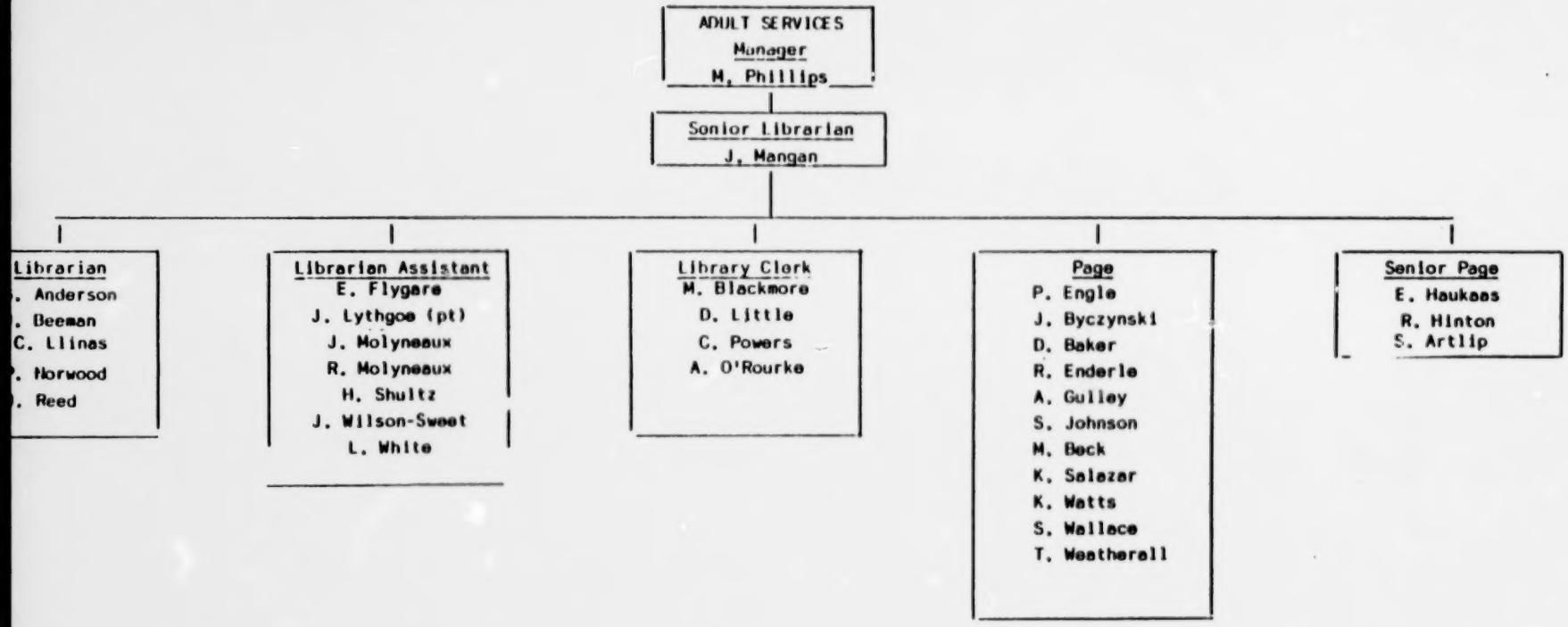
10/1/92

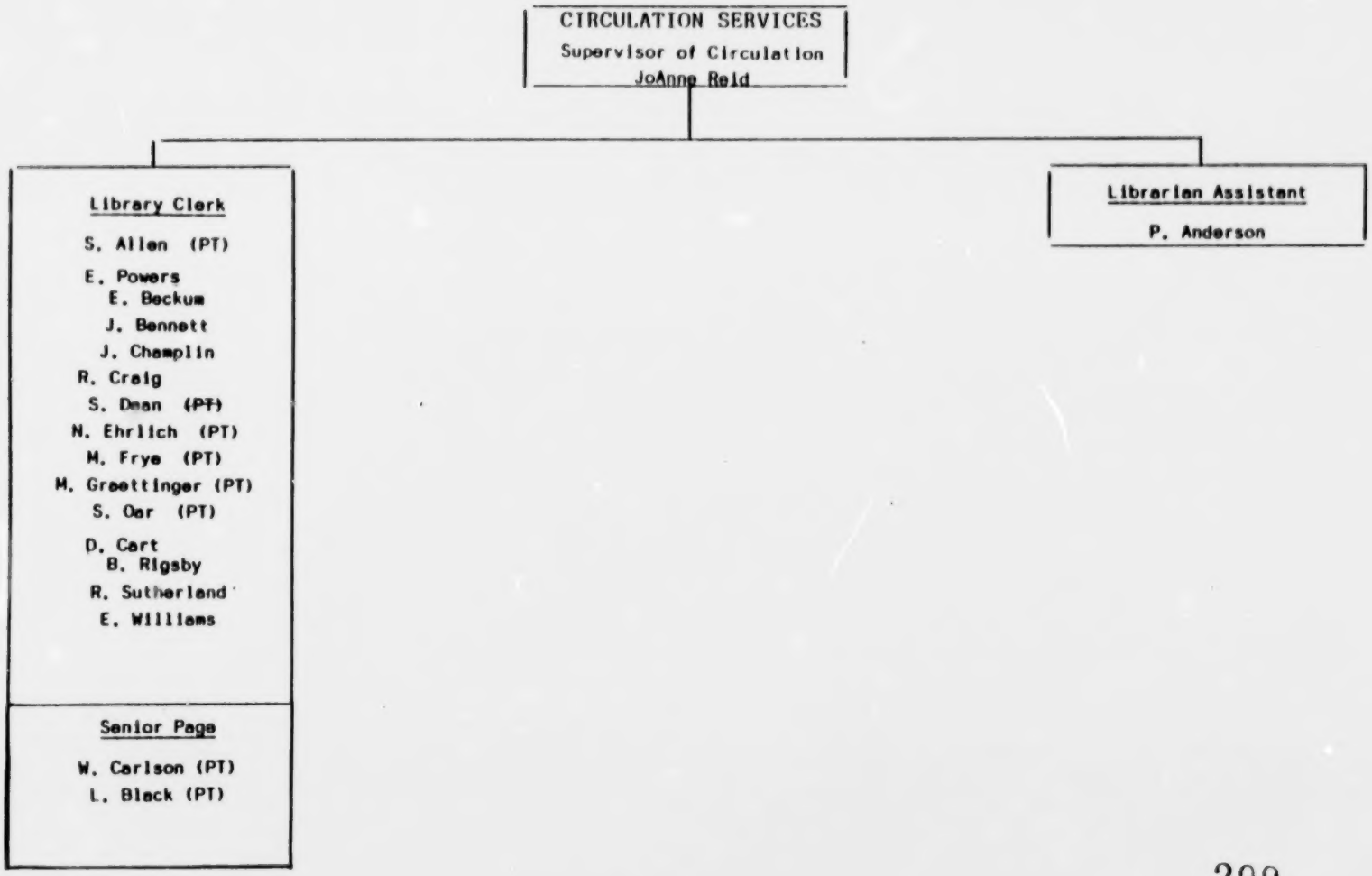

LIBRARY BOARD OF TRUSTEES
EXECUTIVE DIRECTOR
J. Rosenfeld
Assistant Director
E. Black
ecutive Secretary
J. Byrnes
Accountant
D. Proudfoot
Community Relations Coordinator
J. Lofgren
Library Clerk
C. Anderson
Circ.
T.S.
Maintenance


ASSISTANT DIRECTOR
E. Black
Senior Secretary
L. Goetz
Employee Clerk
D. Williams
Adult Services
Extension Services
Youth Services
Library Clerk
T. Howard

294

295

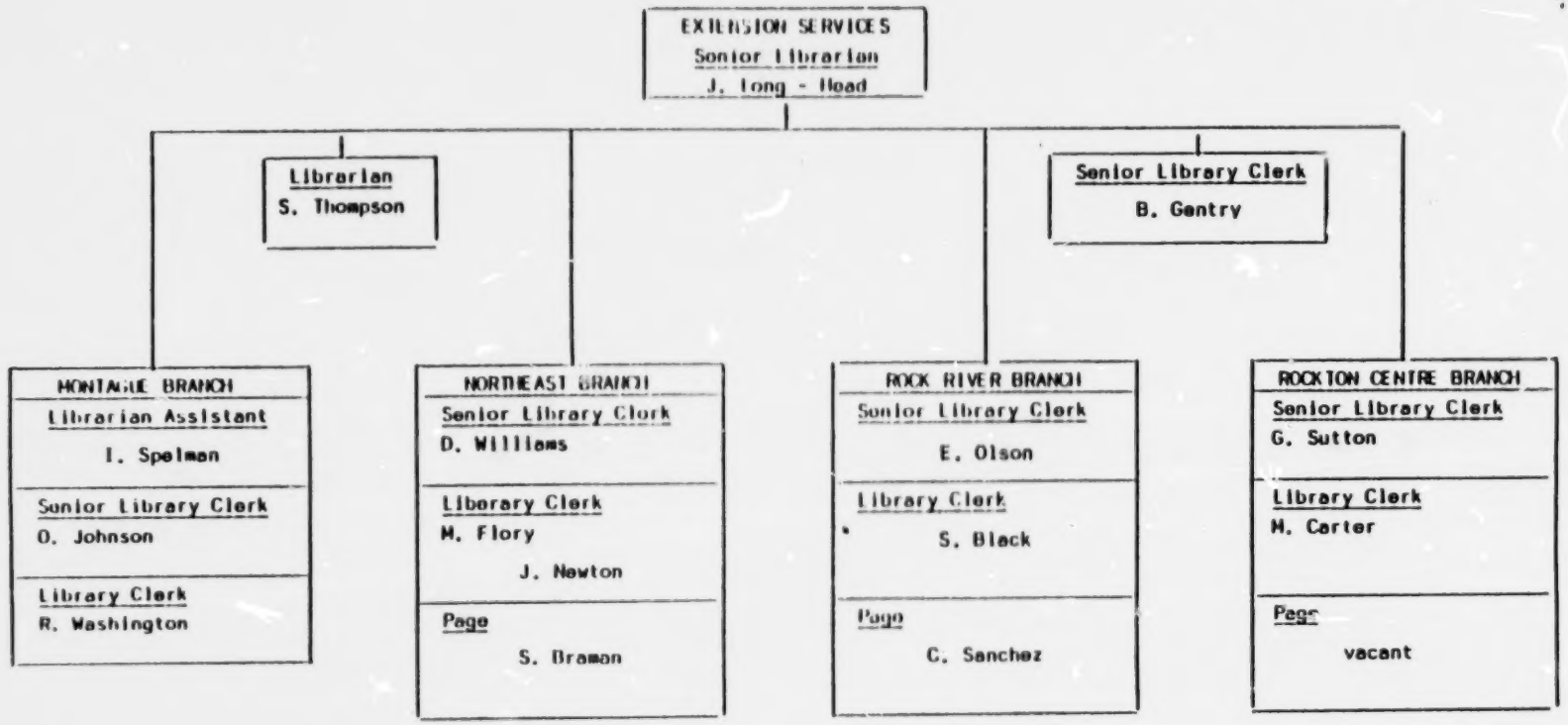

ADULT SERVICES
Manager
M. Phillips
Senior Librarian
J. Mangan
Librarian
. Anderson
. Beeman
C. Llinas
. Norwood
. Reed
Librarian Assistant
E. Flygare
J. Lythgoe (pt)
J. Molyneaux
R. Molyneaux
H. Shultz
J. Wilson-Sweet
L. White
Library Clerk
M. Blackmore
D. Little
C. Powers
A. O'Rourke
Page
P. Engle
J. Byczynski
D. Baker
R. Enderle
A. Gulley
S. Johnson
M. Beck
K. Salazar
K. Watts
S. Wallace
T. Weatherall
Senior Page
E. Haukaas
R. Hinton
S. Artlip


CIRCULATION SERVICES
Supervisor of Circulation
JoAnne Reid
Library Clerk
S. Allen (PT)
E. Powers
E. Beckum
J. Bennett
J. Champlin
R. Craig
S. Dean (PT)
N. Ehrlich (PT)
M. Frye (PT)
M. Graettinger (PT)
S. Oar (PT)
D. Cart
B. Rigsby
R. Sutherland
E. Williams
Senior Page
W. Carlson (PT)
L. Black (PT)
Librarian Assistant
P. Anderson

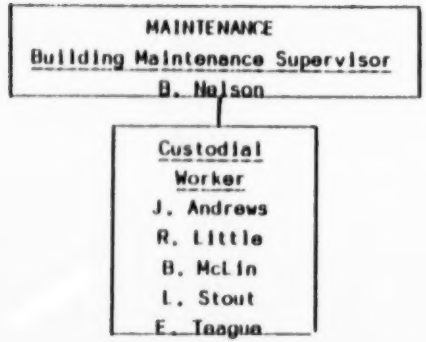
299

298

230


EXTENSION SERVICES
Senior Librarian
J. Long - Head
Librarian
S. Thompson
Senior Library Clerk
B. Gentry
MONTAGUE BRANCH
Librarian Assistant
I. Spelman
Senior Library Clerk
O. Johnson
Library Clerk
R. Washington
NORTHEAST BRANCH
Senior Library Clerk
D. Williams
Library Clerk
M. Flory
J. Newton
Page
S. Braman
ROCK RIVER BRANCH
Senior Library Clerk
E. Olson
Library Clerk
S. Black
Page
C. Sanchez
ROCKTON CENTRE BRANCH
Senior Library Clerk
G. Sutton
Library Clerk
M. Carter
Page
vacant

301



302

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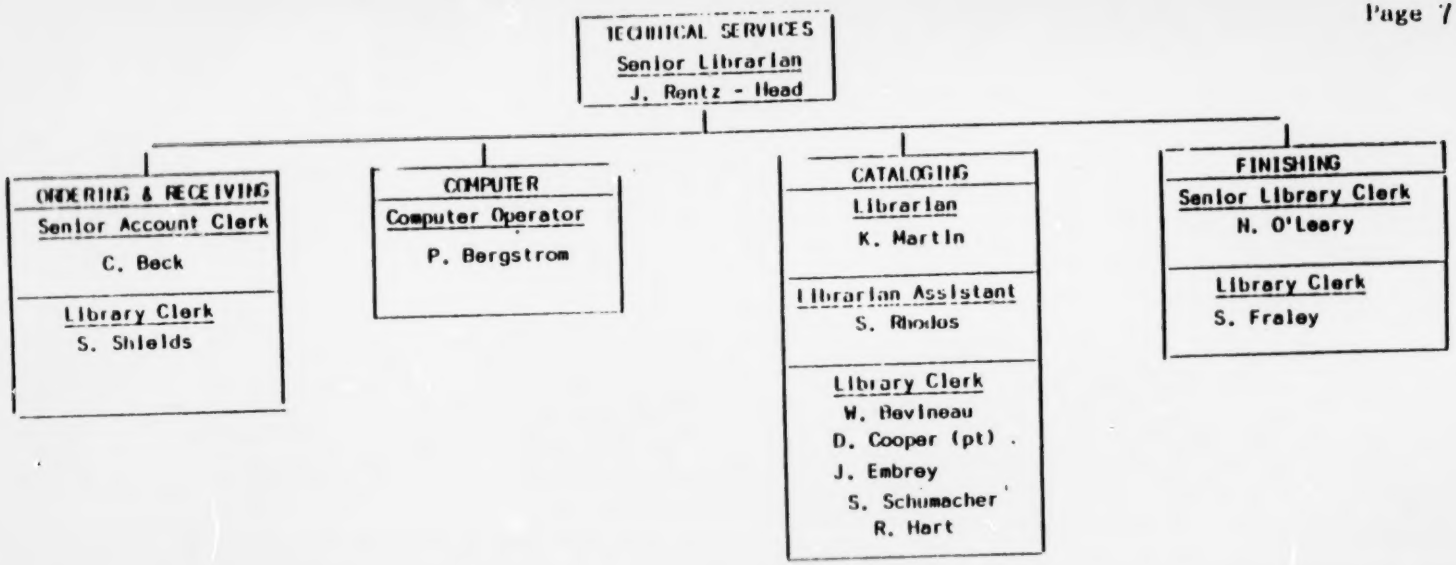
Rockford Public Library


TECHNICAL SERVICES
Senior Librarian
J. Rentz - Head
ORDERING & RECEIVING
Senior Account Clerk
C. Beck
Library Clerk
S. Shields
COMPUTER
Computer Operator
P. Bergstrom
CATALOGING
Librarian
K. Martin
Librarian Assistant
S. Rhodes
Library Clerk
W. Bevineau
D. Cooper (pt)
J. Embrey
S. Schumacher
R. Hart
FINISHING
Senior Library Clerk
N. O'Leary
Library Clerk
S. Fraley

YOUTH SERVICES
Senior Librarian
M. Server - Head

Librarian
vacant

Librarian Assistant
C. Gray
L. Hart
K. Schultz (pt)

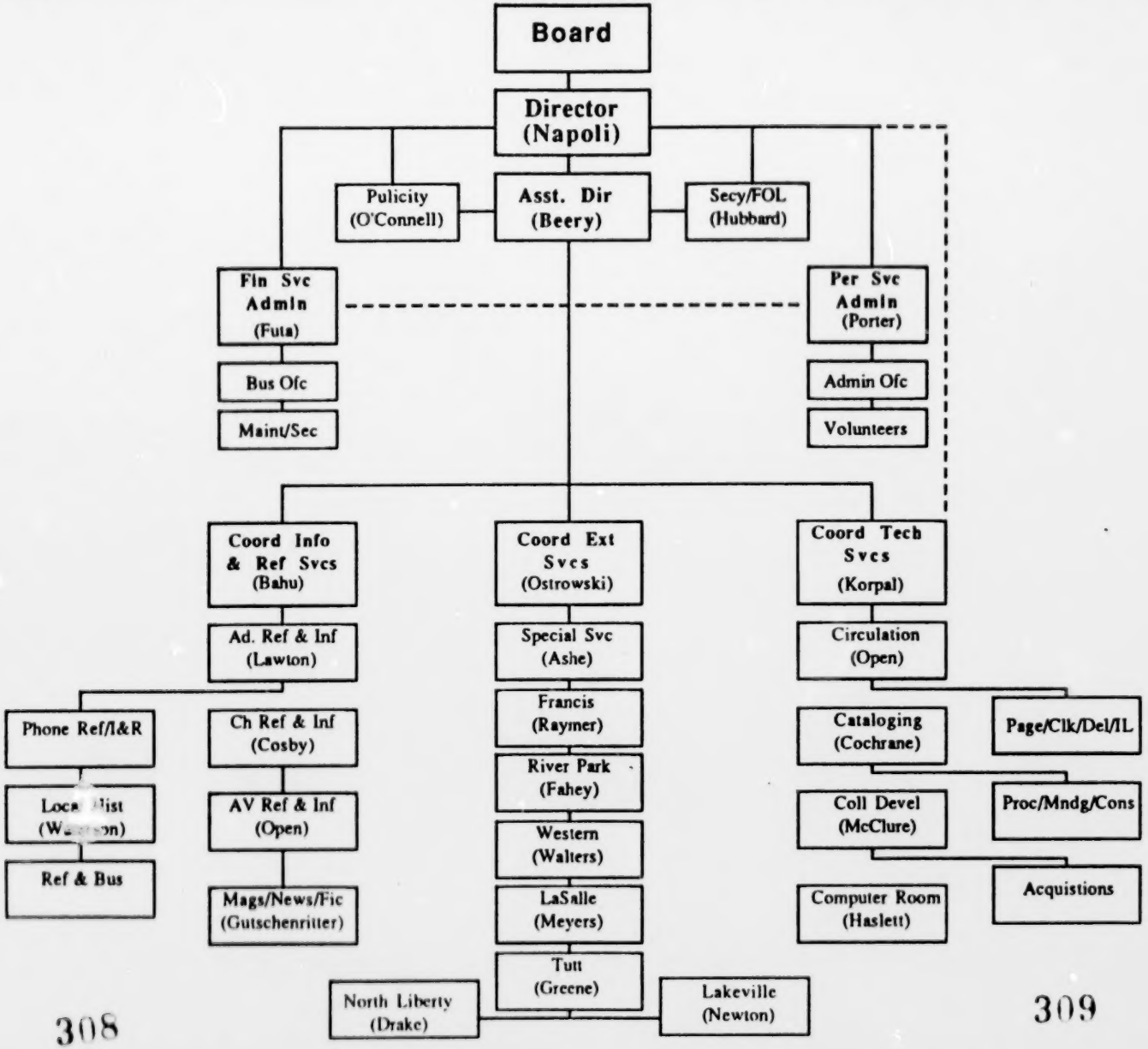
Library Clerk
C. Wagner

Page
K. Daily
J. Evans
D. Ingram

306

307

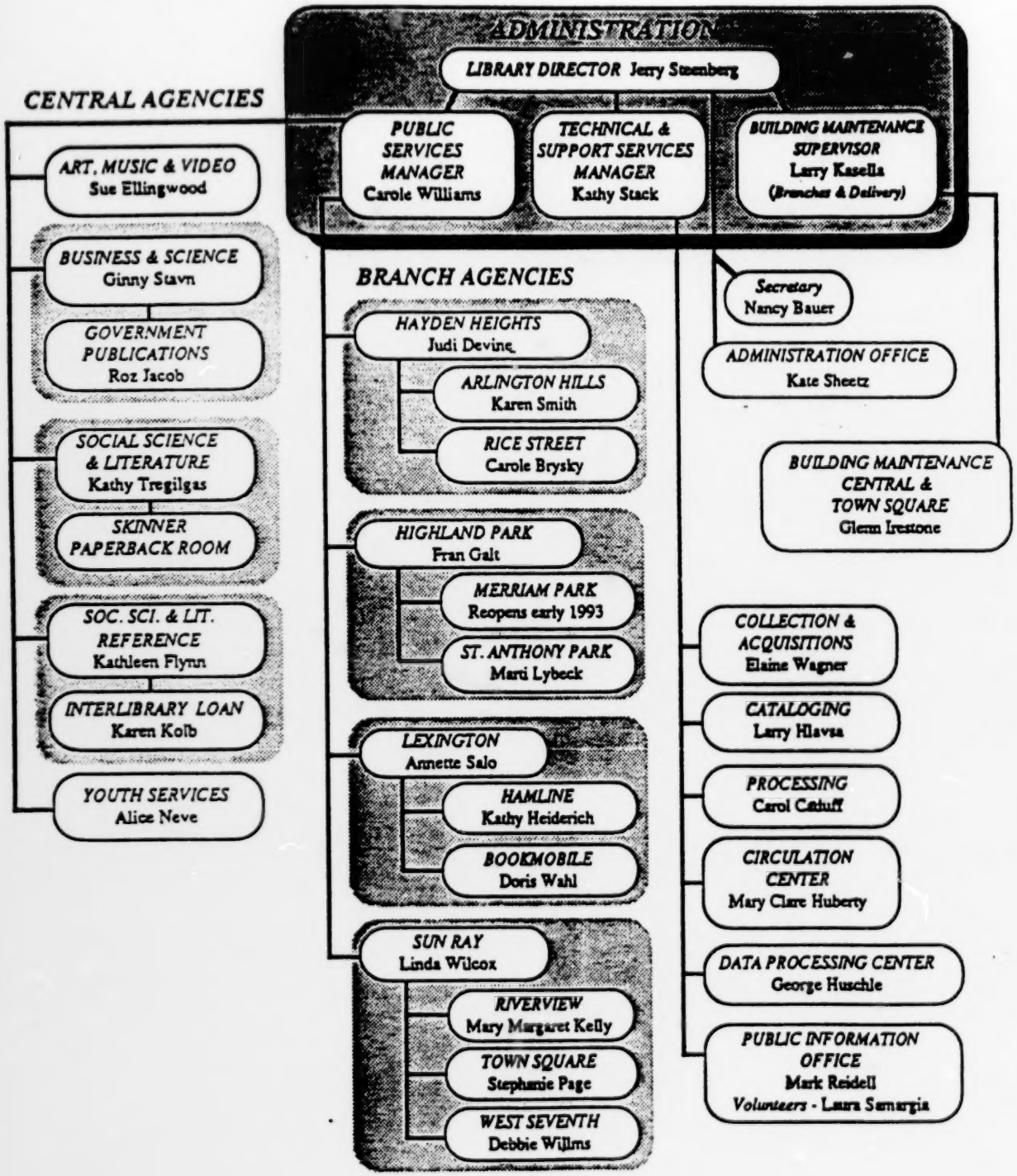
Organization Chart - St. Joseph County Public Library



10/30/90

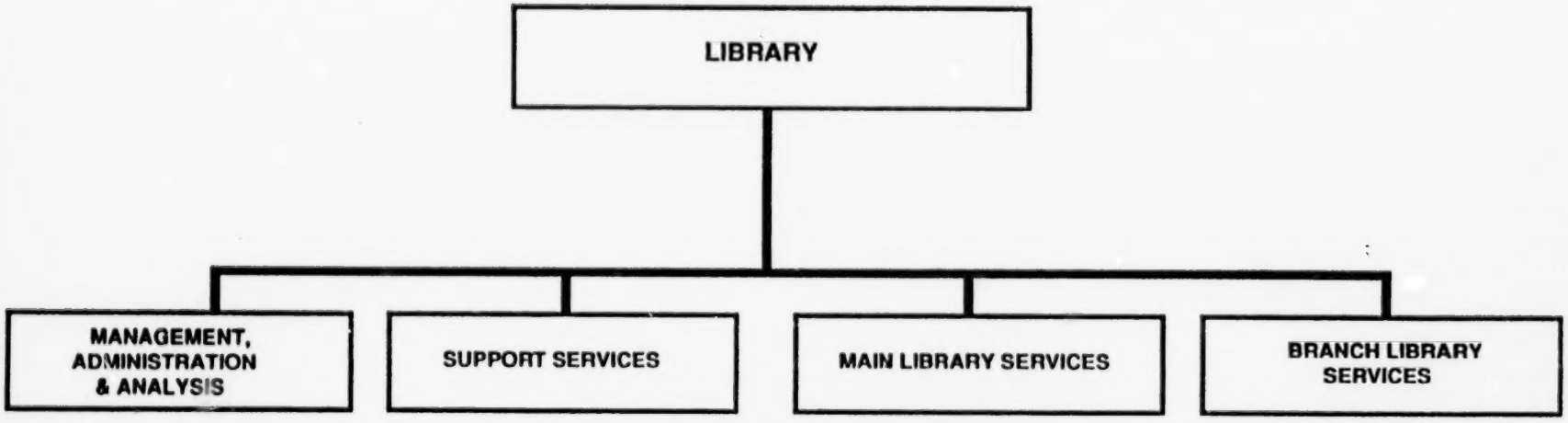
SAINT PAUL PUBLIC LIBRARY
Organizational Chart

6/16/92

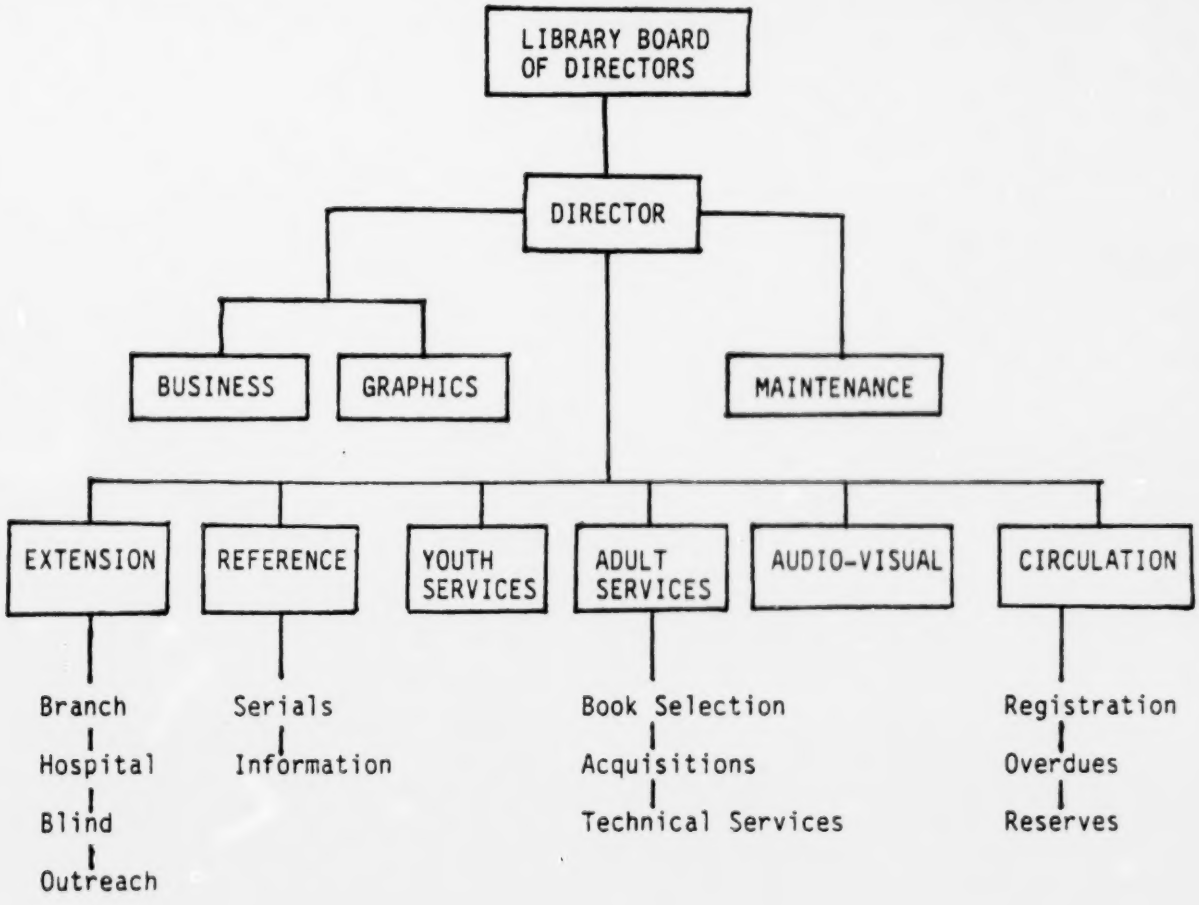

ADMINISTRATION
LIBRARY DIRECTOR Jerry Stoenberg
PUBLIC SERVICES MANAGER Carole Williams
TECHNICAL & SUPPORT SERVICES MANAGER Kathy Stack
BUILDING MAINTENANCE SUPERVISOR Larry Kasella (Branches & Delivery)
CENTRAL AGENCIES
ART, MUSIC & VIDEO Sue Ellingwood
BUSINESS & SCIENCE Ginny Stavn
GOVERNMENT PUBLICATIONS Roz Jacob
SOCIAL SCIENCE & LITERATURE Kathy Tregilgas
SKINNER PAPERBACK ROOM
SOC. SCI. & LIT. REFERENCE Kathleen Flynn
INTERLIBRARY LOAN Karen Kolb
YOUTH SERVICES Alice Neve
BRANCH AGENCIES
HAYDEN HEIGHTS Judi Devine
ARLINGTON HILLS Karen Smith
RICE STREET Carole Brysky
HIGHLAND PARK Fran Galt
MERRIAM PARK Reopens early 1993
ST. ANTHONY PARK Marti Lybeck
LEXINGTON Annette Salo
HAMLINE Kathy Heiderich
BOOKMOBILE Doris Wahl
SUN RAY Linda Wilcox
RIVERVIEW Mary Margaret Kelly
TOWN SQUARE Stephanie Page
WEST SEVENTH Debbie Willms
Secretary Nancy Bauer
ADMINISTRATION OFFICE Kate Sheetz
BUILDING MAINTENANCE CENTRAL & TOWN SQUARE Glenn Irestone
COLLECTION & ACQUISITIONS Elaine Wagner
CATALOGING Larry Hlavsa
PROCESSING Carol Cahuff
CIRCULATION CENTER Mary Clare Huberty
DATA PROCESSING CENTER George Huschle
PUBLIC INFORMATION OFFICE Mark Reidell
Volunteers - Laura Samargia

CITY OF SAN JOSE
LIBRARY

Budget Organization Chart
May 1993



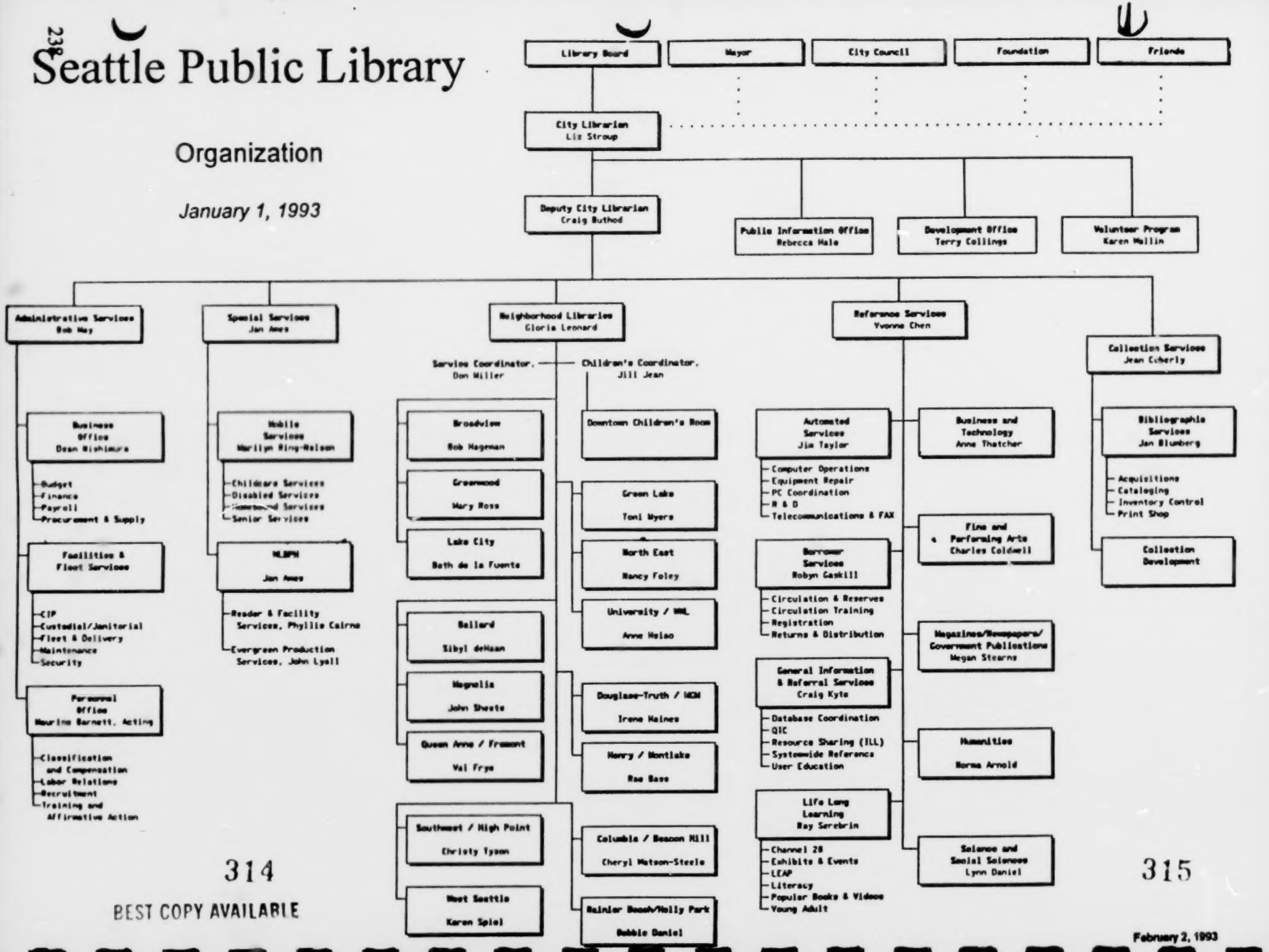
Schaumburg Township District Library
Organization Chart



Seattle Public Library

Organization

January 1, 1993



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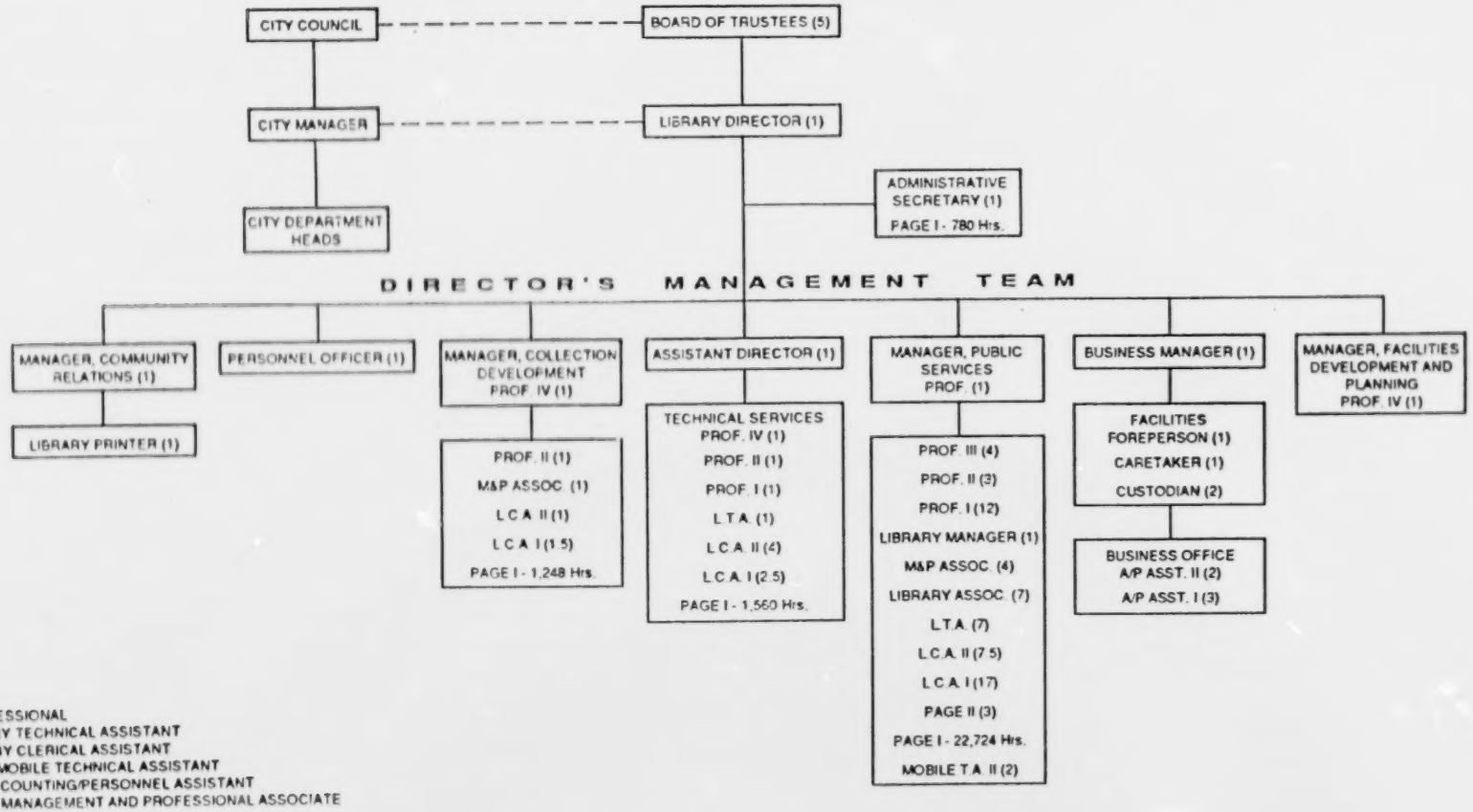
February 2, 1993

SPOKANE PUBLIC LIBRARY ORGANIZATION CHART



PROF. = PROFESSIONAL
L.T.A. = LIBRARY TECHNICAL ASSISTANT
L.C.A. = LIBRARY CLERICAL ASSISTANT
MOBILE T.A. = MOBILE TECHNICAL ASSISTANT
A/P ASST. = ACCOUNTING/PERSONNEL ASSISTANT
M&P ASSOC. = MANAGEMENT AND PROFESSIONAL ASSOCIATE

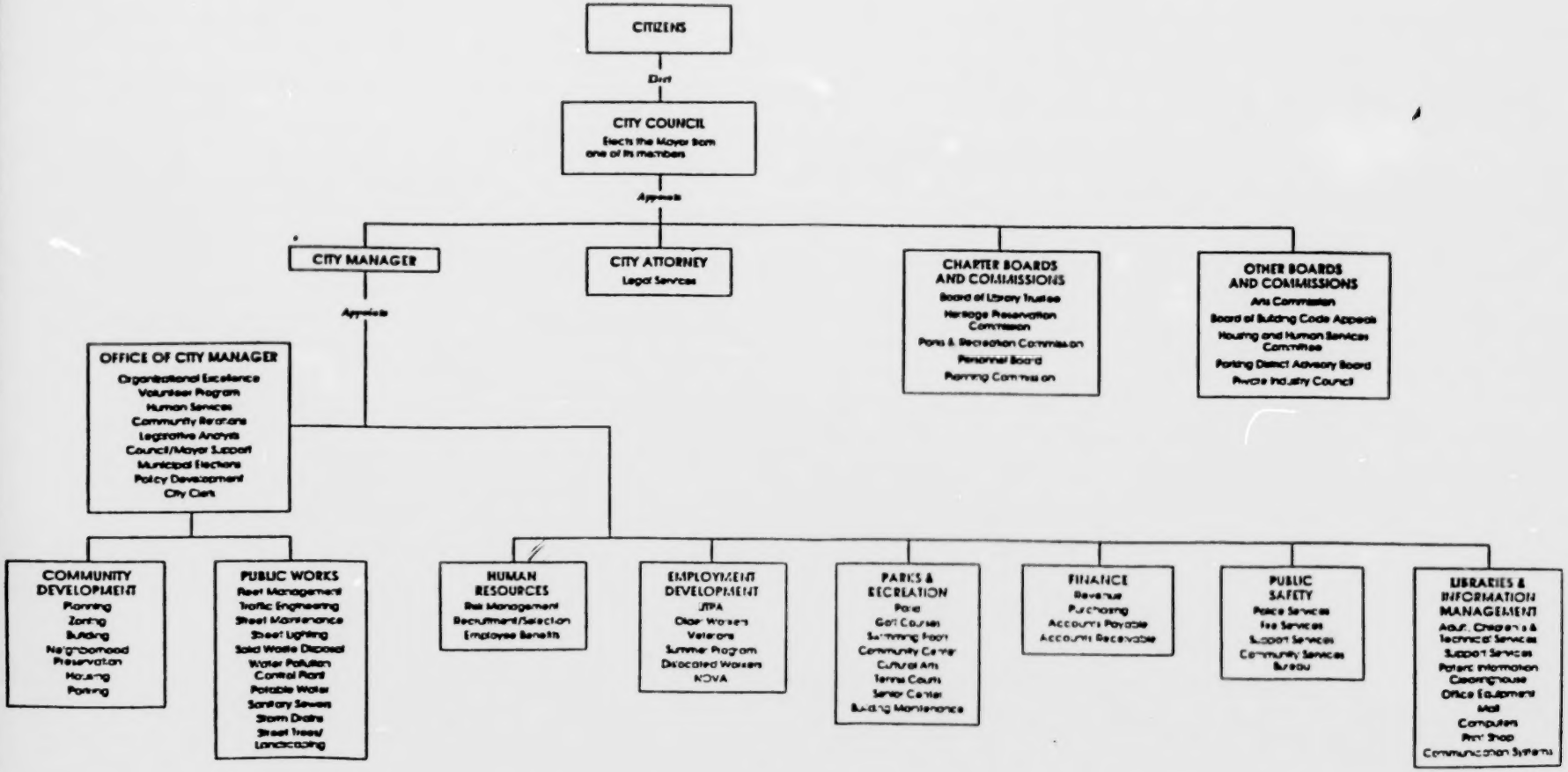
92352

316

317

239

City Organization Chart



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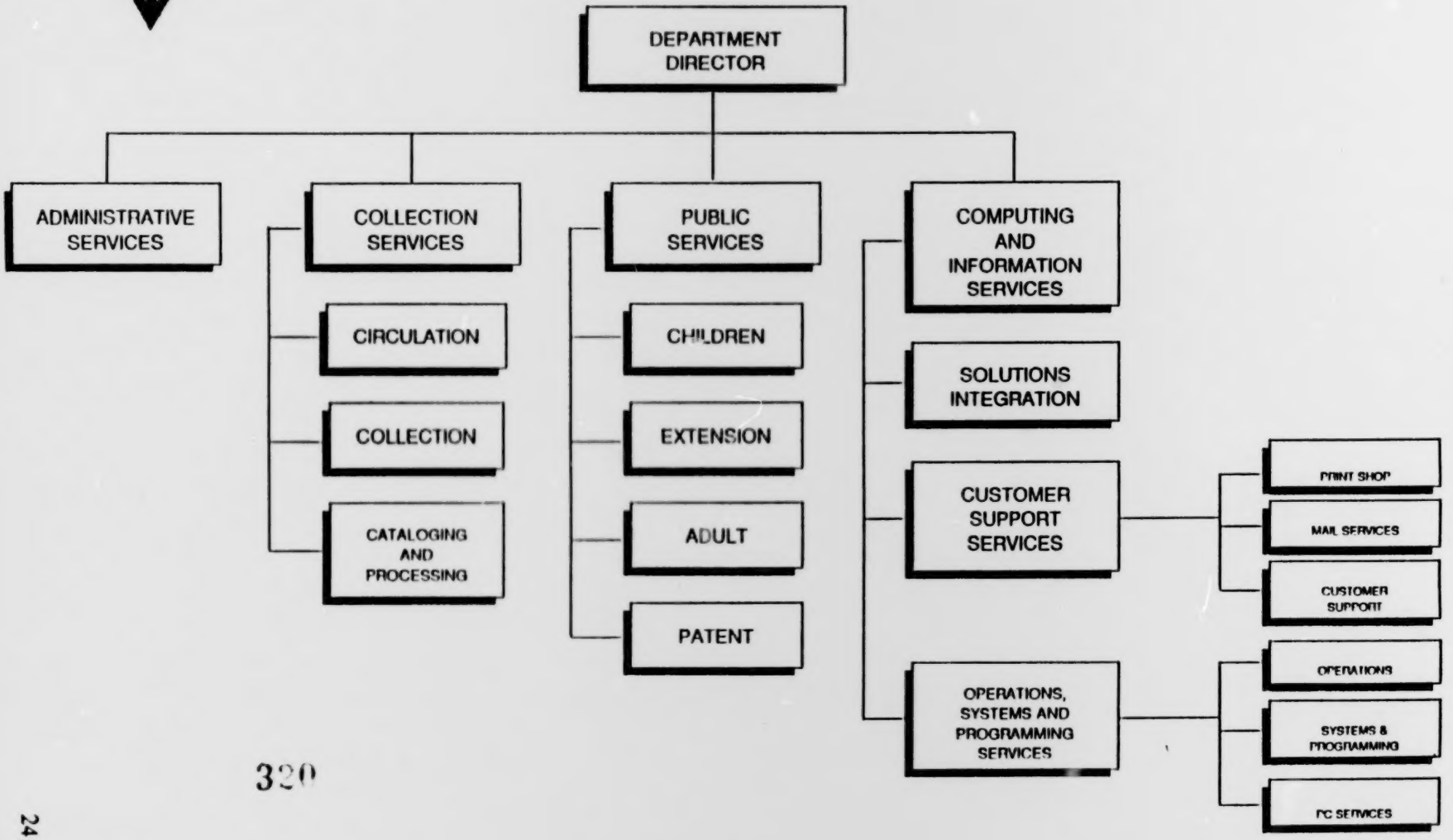
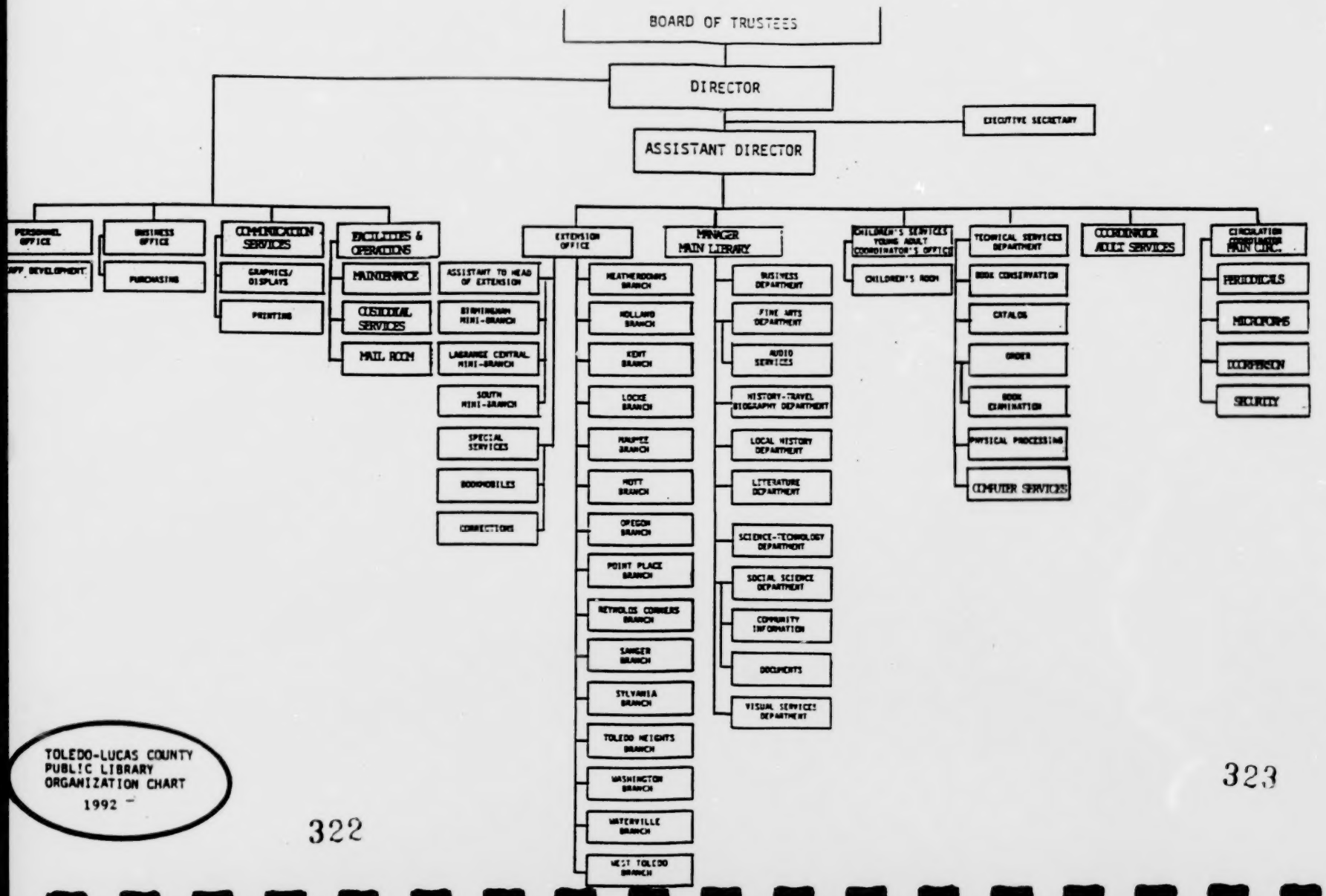
DEPARTMENT OF
LIBRARIES & INFORMATION MANAGEMENT





TOLEDO-LUCAS COUNTY PUBLIC LIBRARY ORGANIZATION CHART 1992

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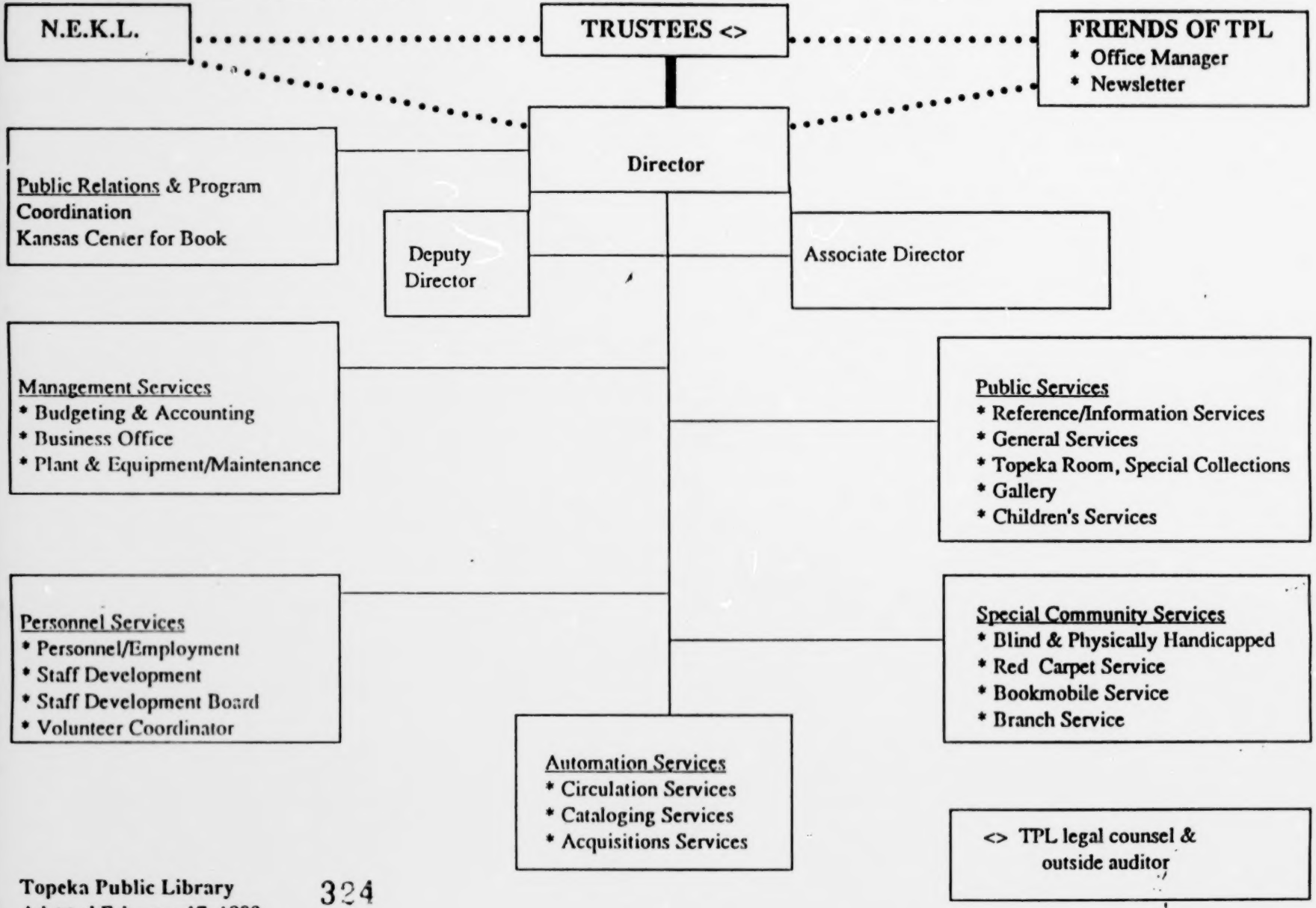
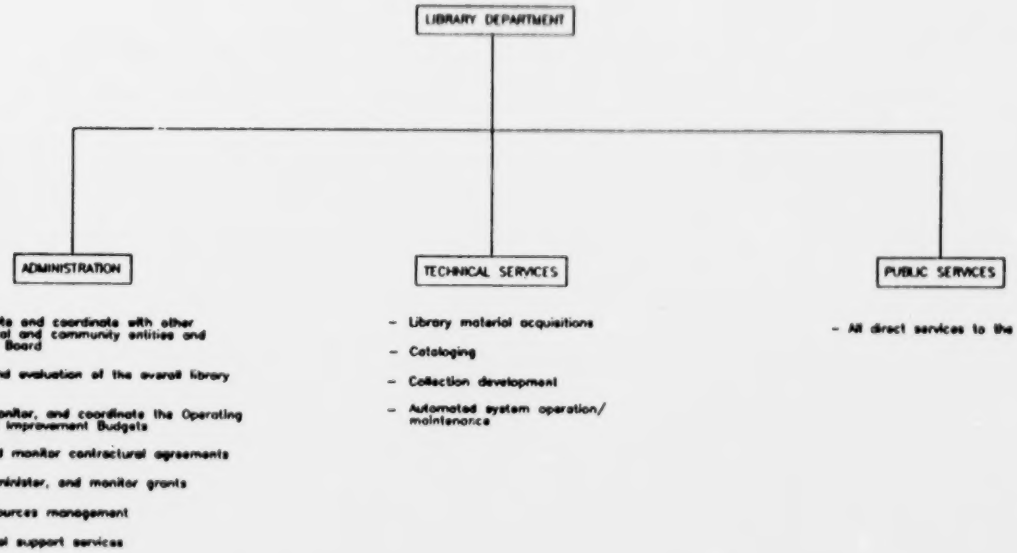
Northeast Kansas Library System



Topeka Public Library
Adopted February 17, 1988
Revised August 4, 1992

Tucson-Pima Library


LIBRARY DEPARTMENT
ADMINISTRATION
- Communicate and coordinate with other governmental and community entities and the Library Board
- Planning and evaluation of the overall library program
- Prepare, monitor, and coordinate the Operating and Capital Improvement Budgets
- Develop and monitor contractural agreements
- Secure, administer, and monitor grants
- Human resources management
- Departmental support services
TECHNICAL SERVICES
- Library material acquisitions
- Cataloging
- Collection development
- Automated system operation/ maintenance
PUBLIC SERVICES
- All direct services to the public

For a complete listing of all the Department's functions by Division, see Administrative Directive 1.08-14

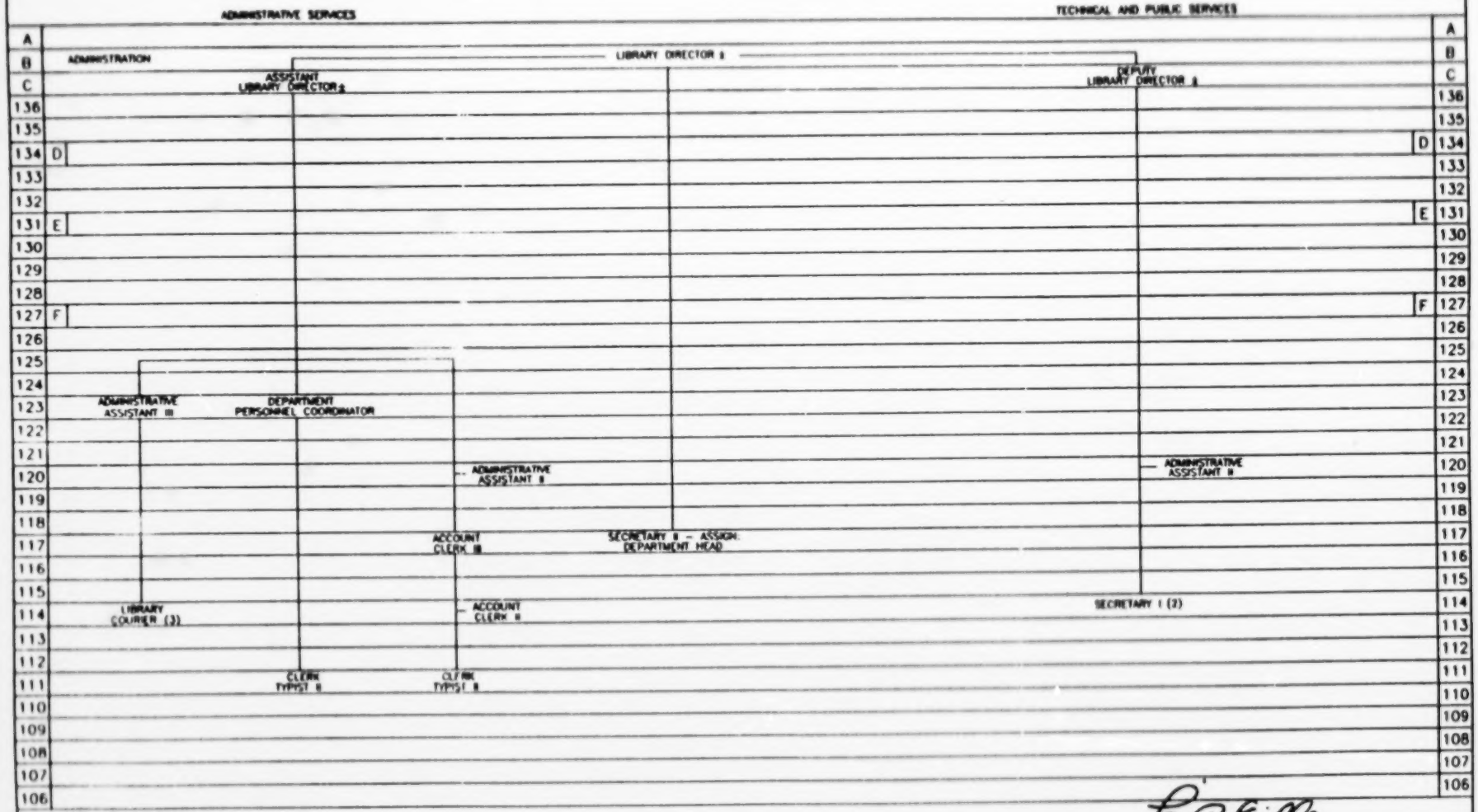
The Department's goals and the objectives of each Division can be found on pages D-79 through D-81 of the City's Adopted Operating Budget

APPROVED: _____ DEPARTMENT HEAD

REVIEWED: _____ ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

Tucson-Pima Library



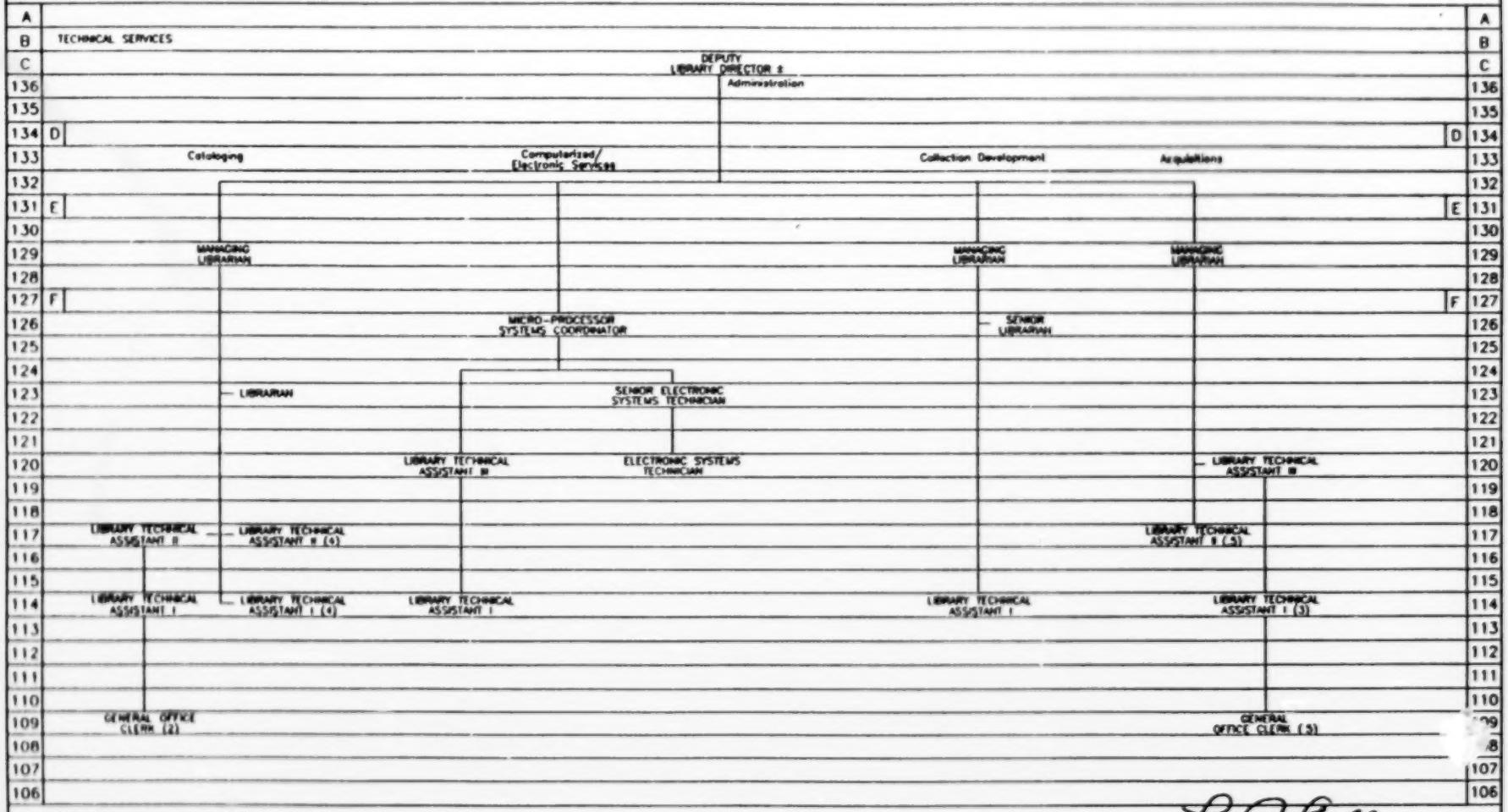
& Pay for Performance Pay Plan

APPROVED: _____ DEPARTMENT HEAD

REVIEWED: _____ ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

Tucson-Pima Library



&Pay for Performance Pay Plan

APPROVED: _____ DEPARTMENT HEAD

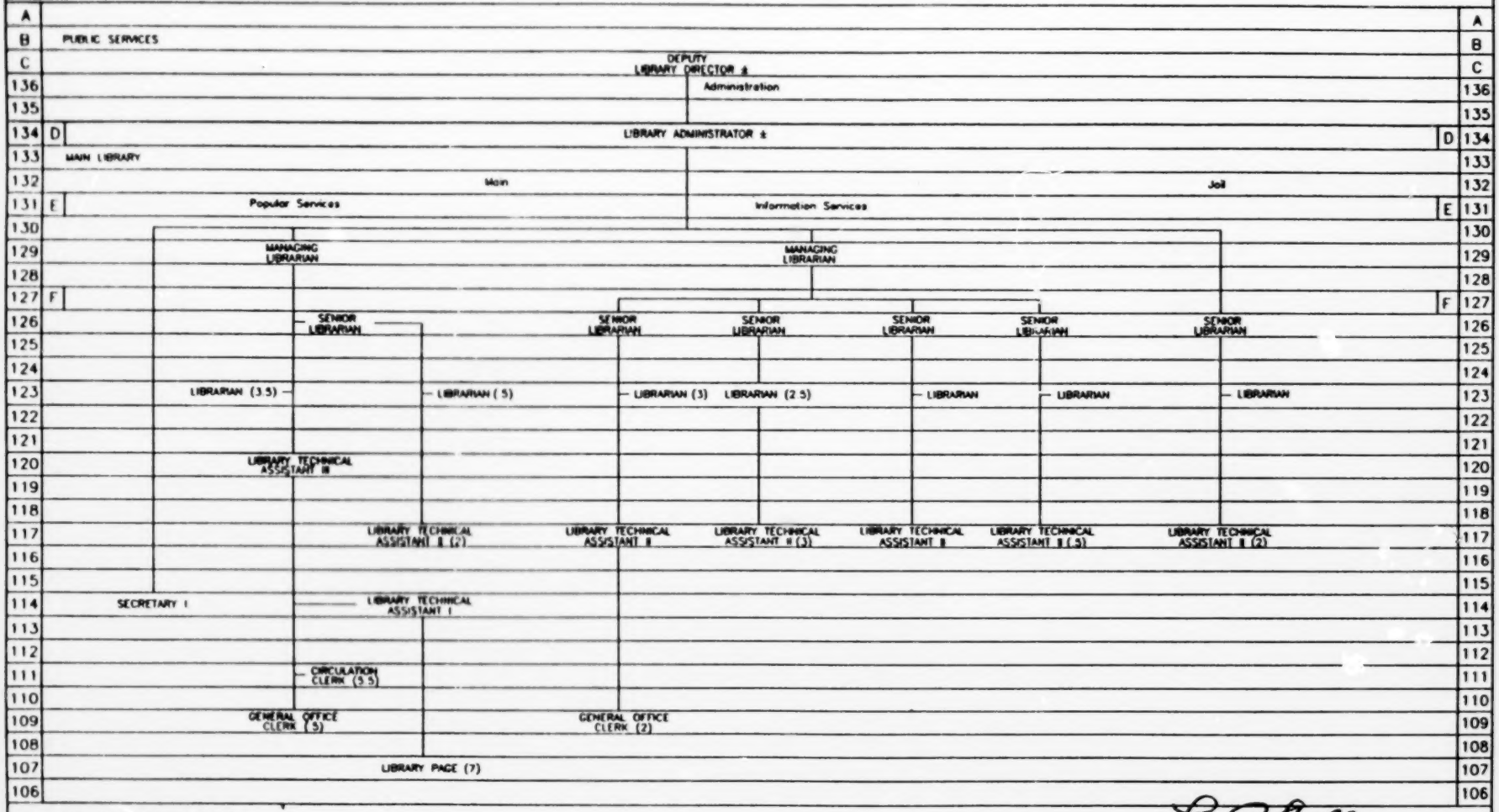
REVIEWED: _____ DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

3.40

331

Tucson-Pima Library



±Pay for Performance Pay Plan

332

APPROVED: _____ DEPARTMENT HEAD

REVIEWED: Neal Johnson ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

247

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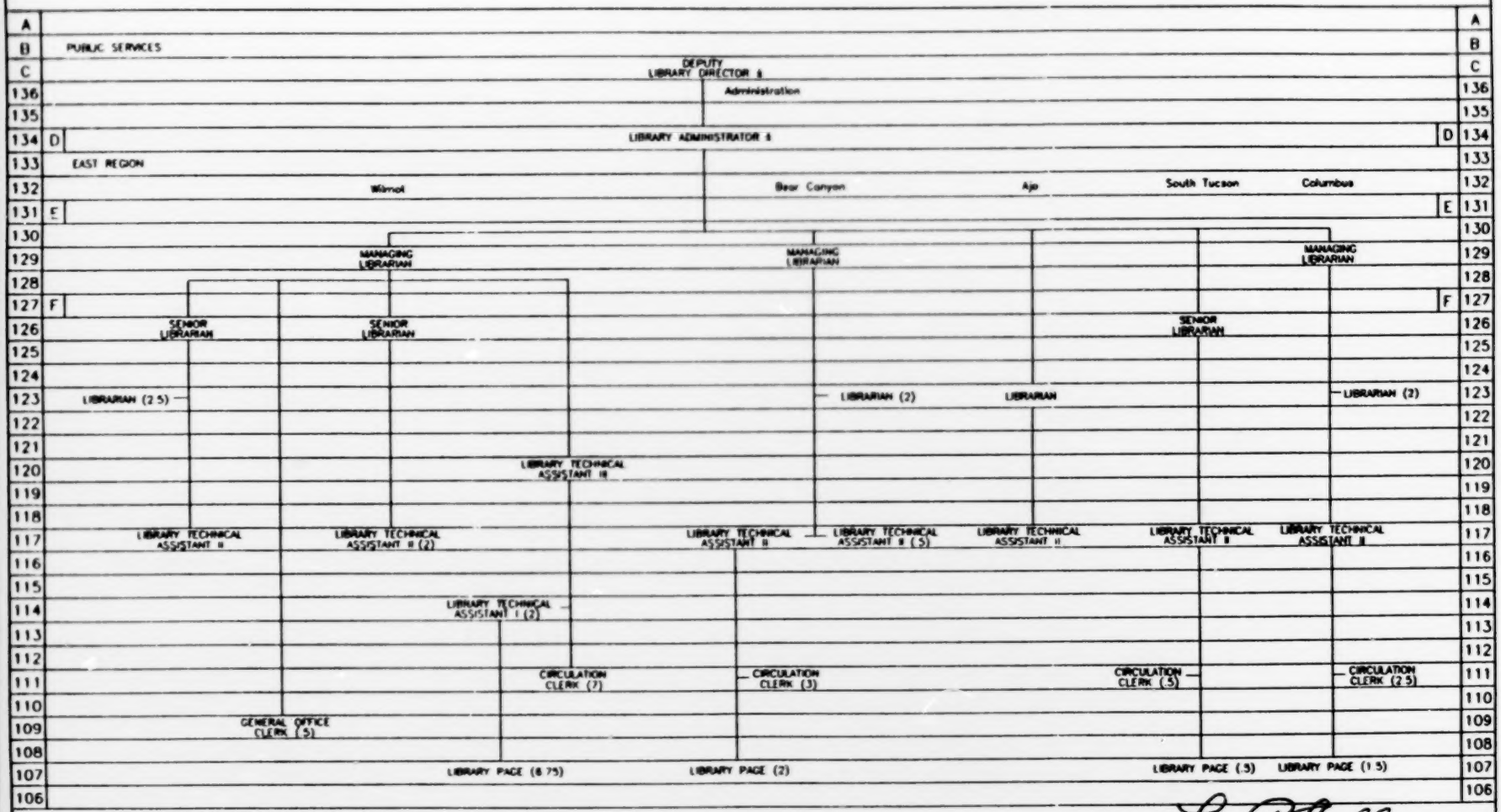
Tucson-Pima Library



± Pay for Performance Pay Plan

APPROVED: _____ DEPARTMENT HEAD

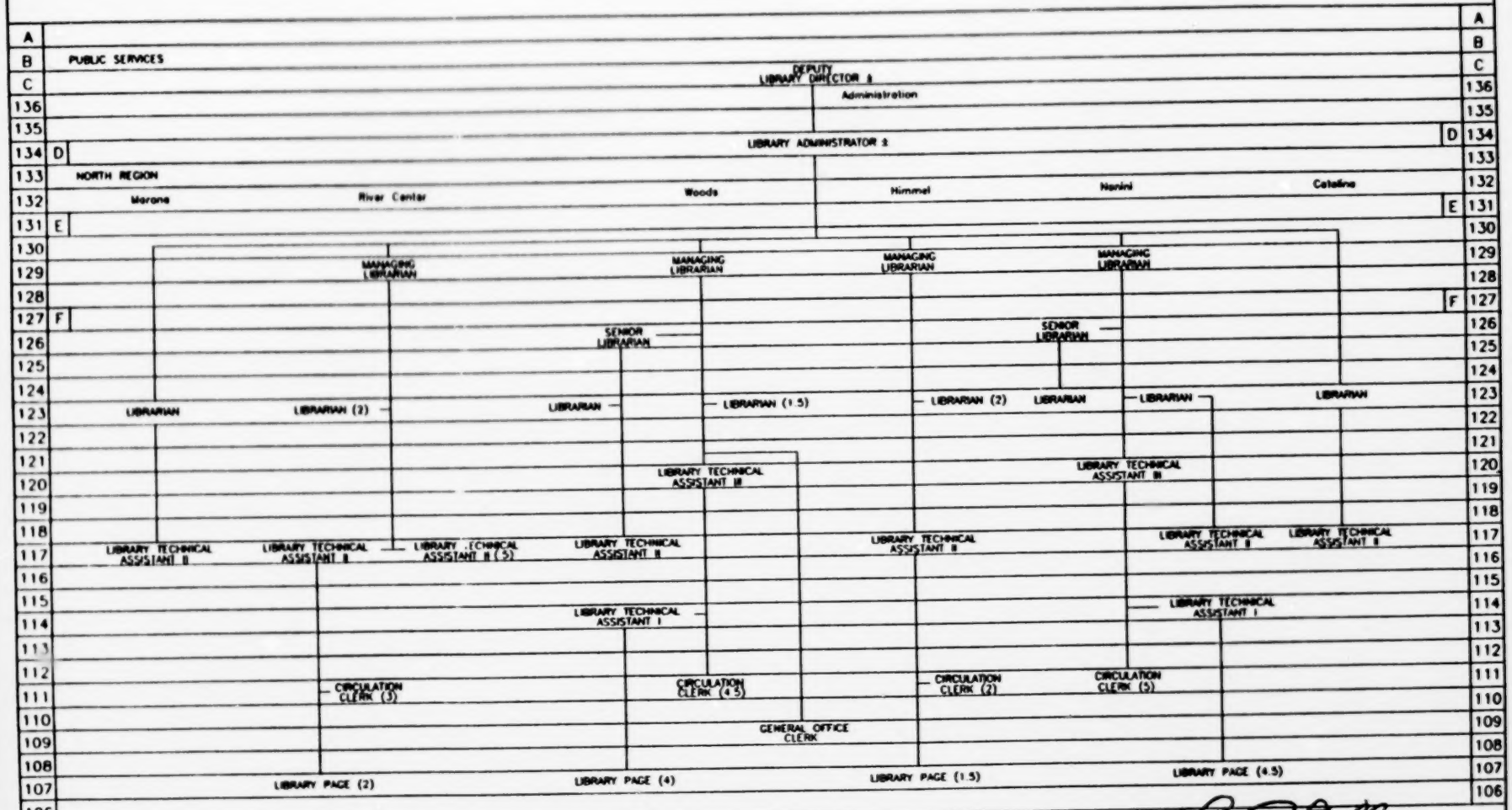
REVIEWED: _____ ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

334

335

Tucson-Pima Library



±Pay for Performance Pay Plan

APPROVED: _____ DEPARTMENT HEAD

REVIEWED: _____ ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

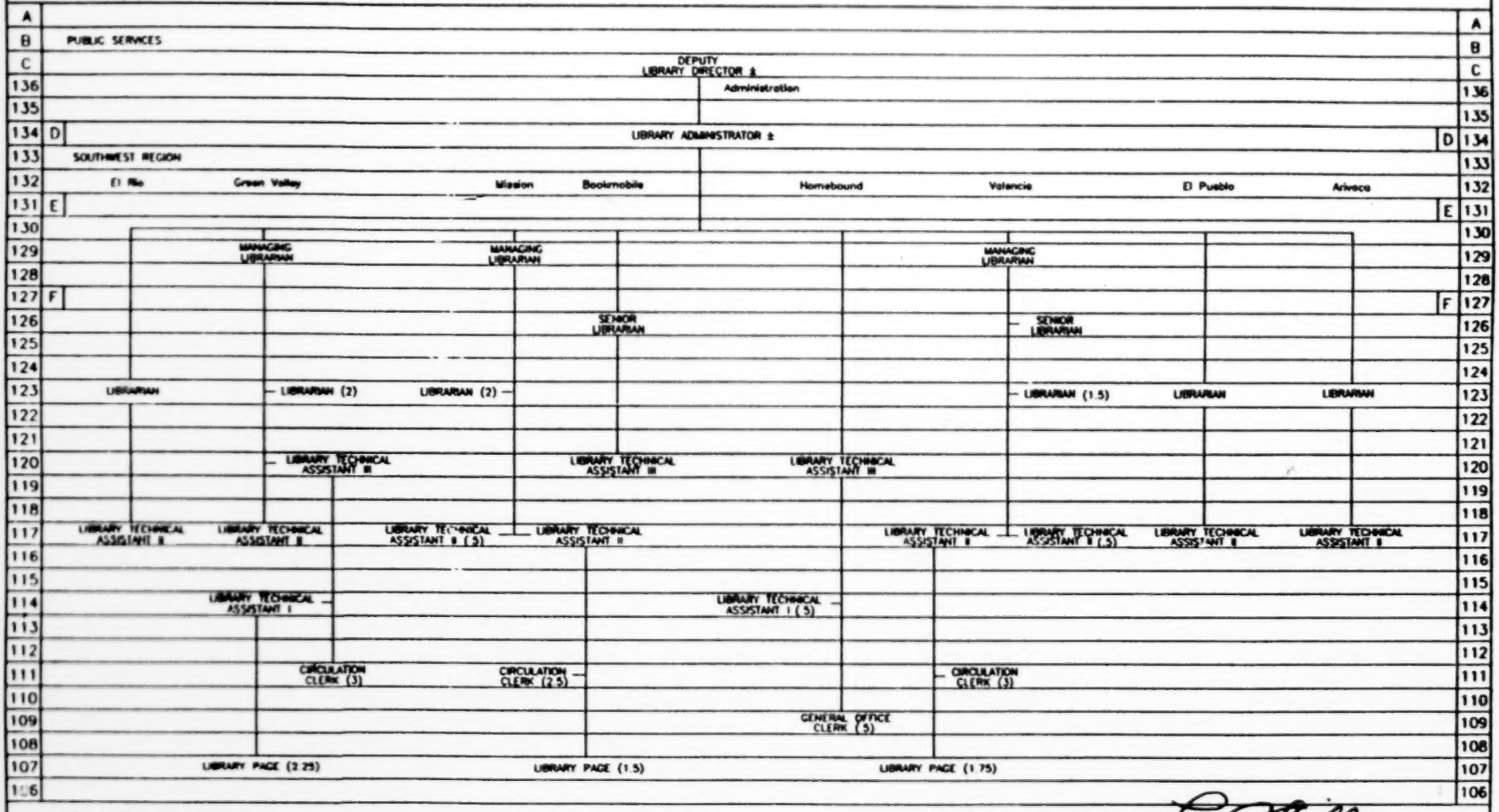
336

249

B-69

337

Tucson-Pima Library



± Pay for Performance Pay Plan

APPROVED: _____ DEPARTMENT HEAD

REVISED: _____ DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget

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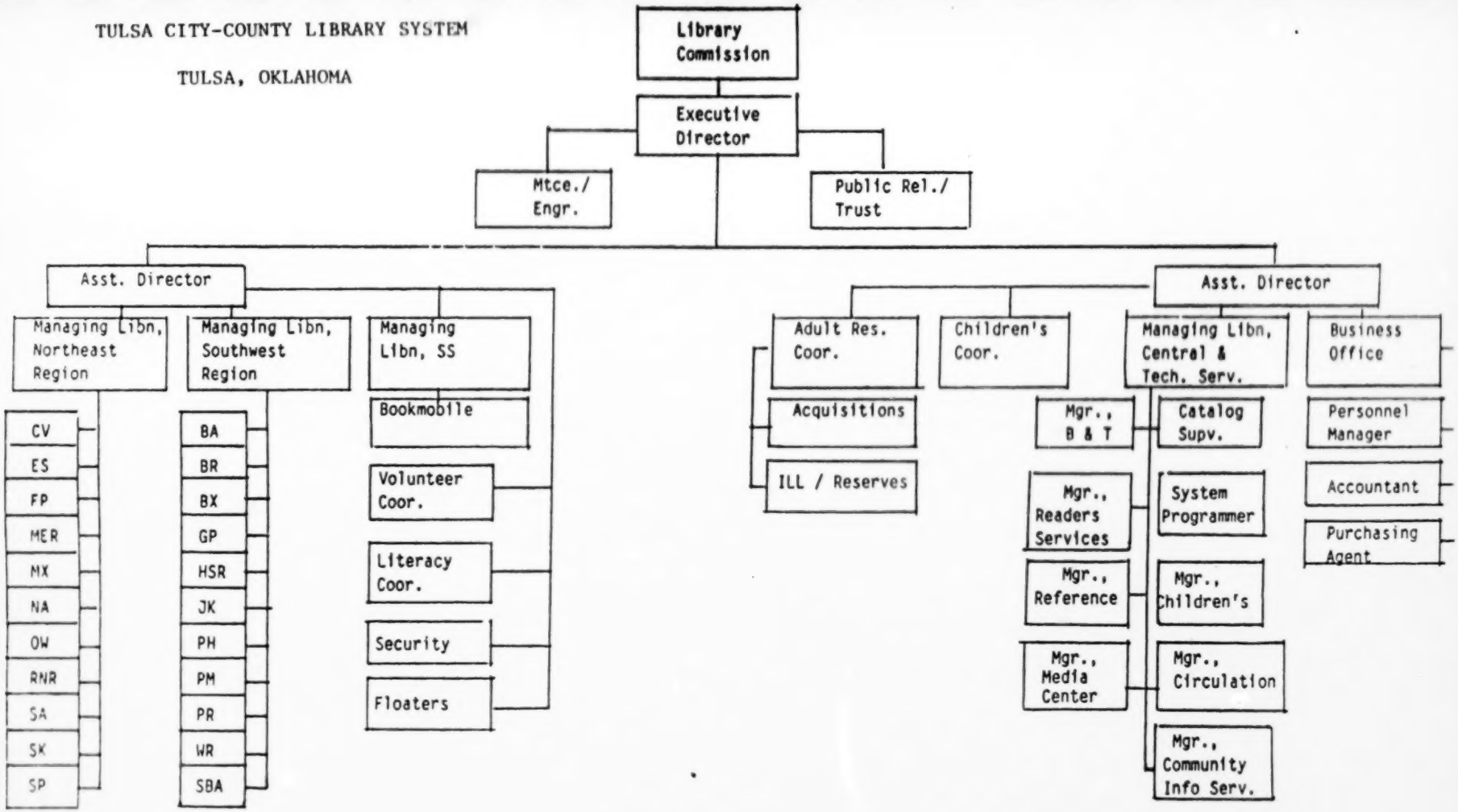
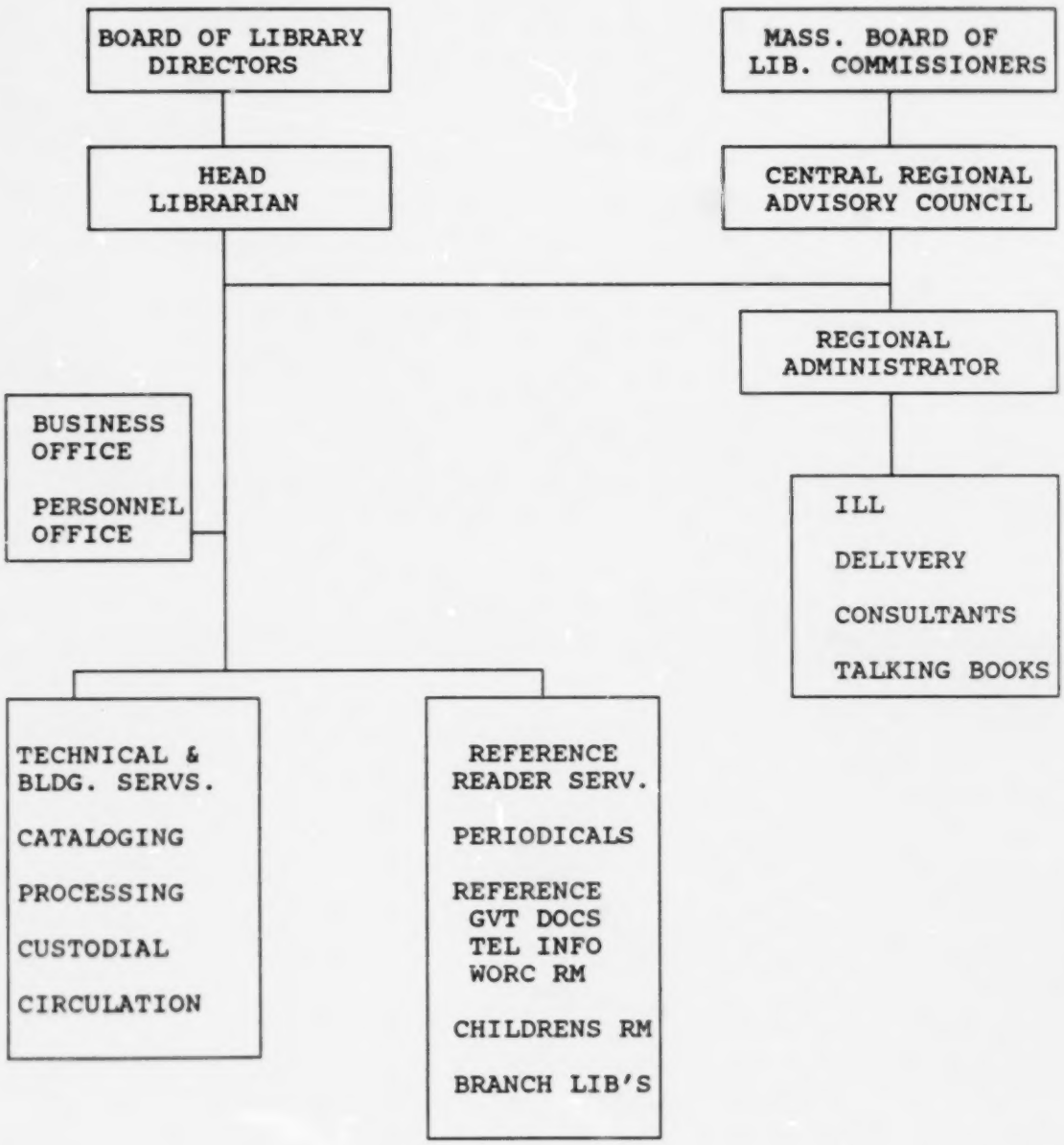
TULSA CITY-COUNTY LIBRARY SYSTEM

TULSA, OKLAHOMA



WORCESTER PUBLIC LIBRARY
ORGANIZATIONAL STRUCTURE
JUNE 1993

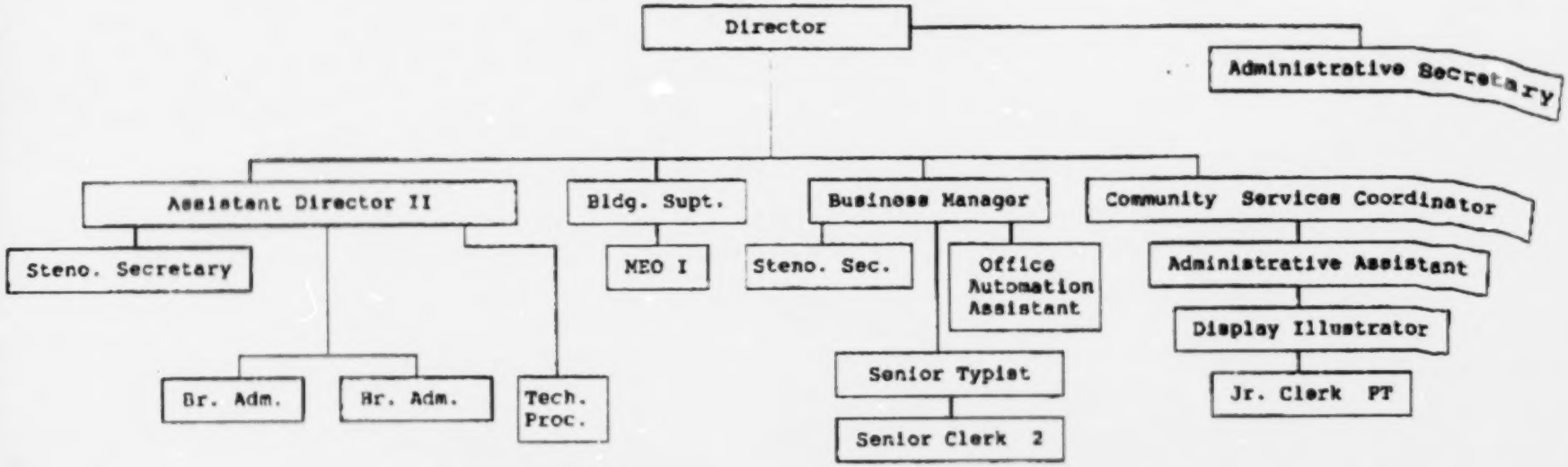


p.11
P.02
05-28-1993 03:41PM 914 963 2301
MAY-28-1993 15:43 FROM YONKERS LIBRARY TO 10
/92

YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7410 1000 - Administration



YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

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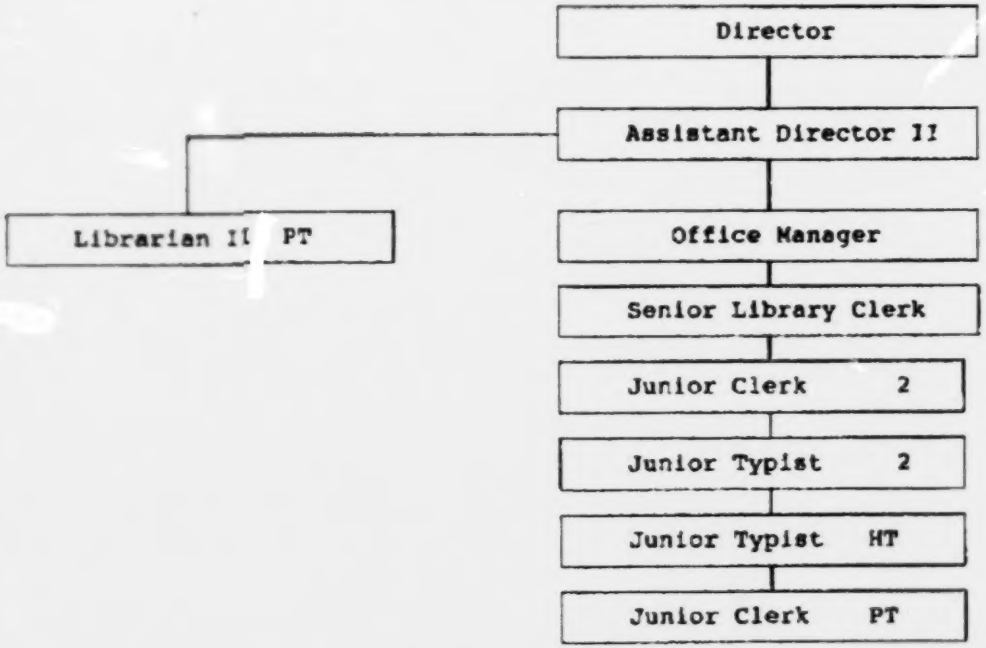
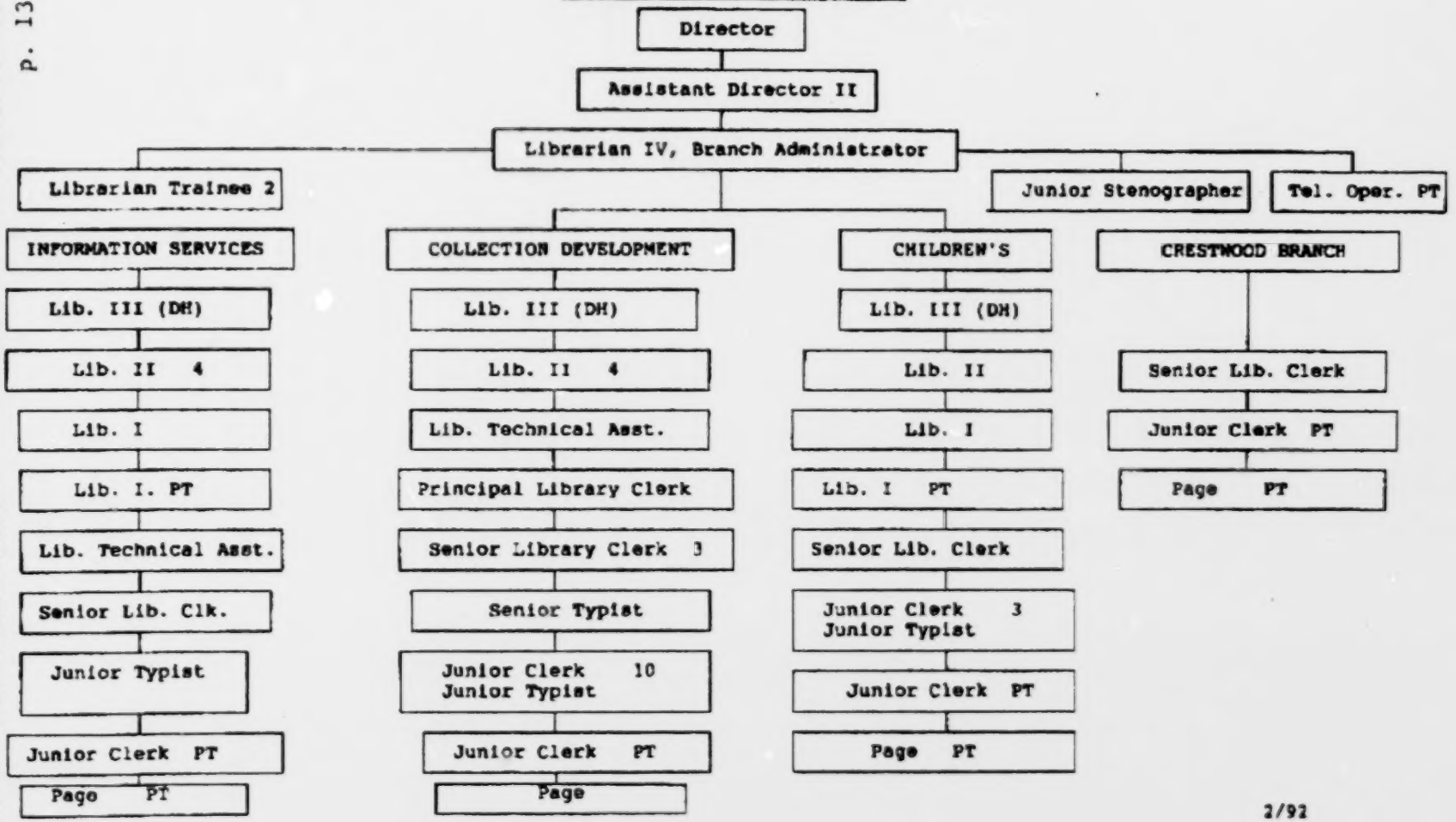


MAY-28-1993 15:41 FROM YONKERS LIBRARY TO 7088669949 P.04
p. 13
05-28-1993 03:41PM 914 963 2381 P.04

YONKERS PUBLIC LIBRARY
Organization Chart - 1992/93

030 014 7412 3000 - Will Library
030 014 7414 3000 - Crestwood



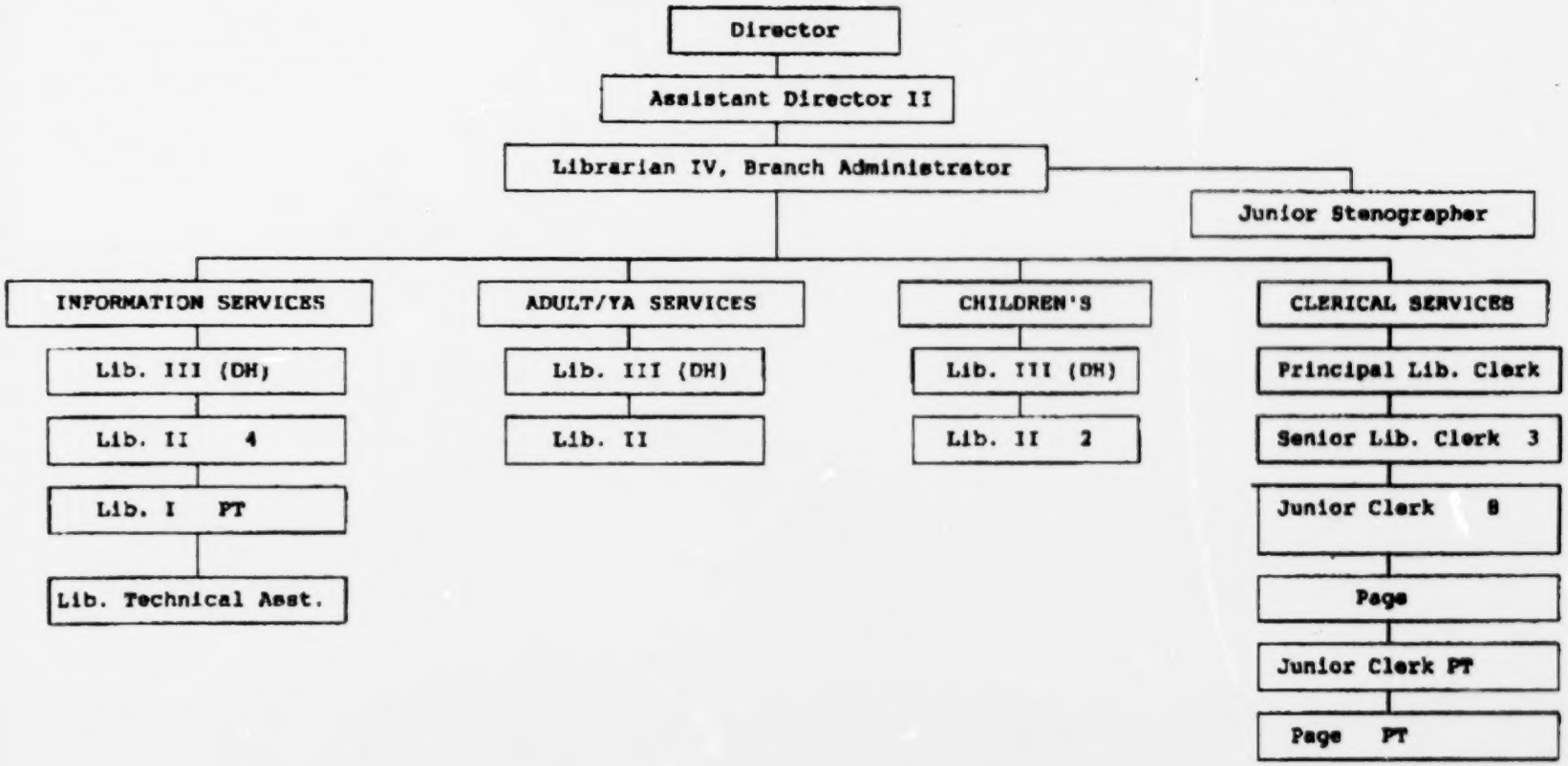
2/92

P. 14

YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7413 3000 - Getty Square Branch



P.05
914 963 2301
05-28-1993 03:41PM

YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

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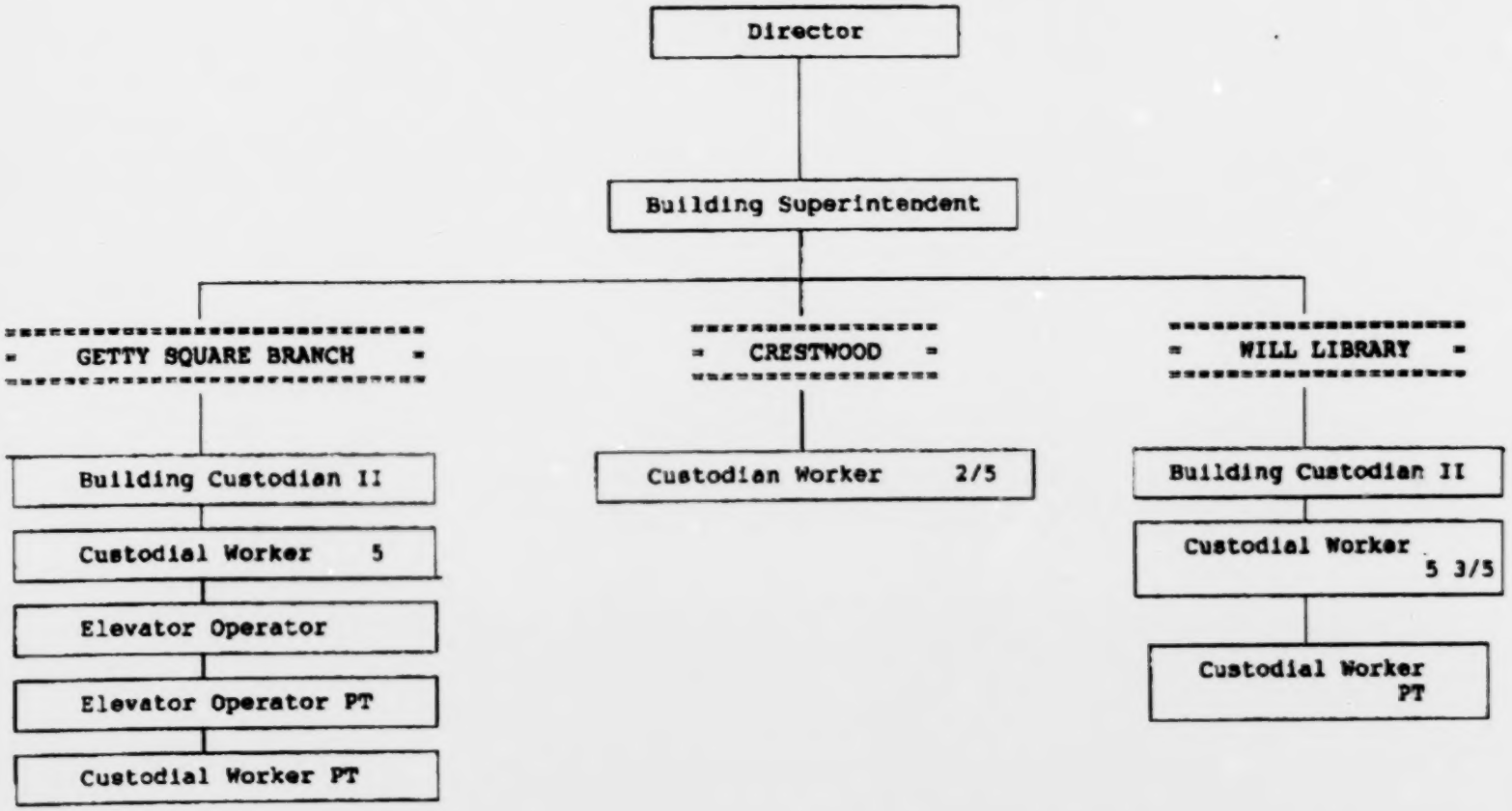
030 014 7412 4000 - Will Library
030 014 7414 4000 - Crestwood Branch



914 963 2301

05-28-1993 03:42PM